

International Visitor Request Form

Required for all foreign national visitors

(All visitors must be approved by department chair. A formal letter of invitation from the chair is required by the Dean's office and our International Office.)

Please turn in to Margaret or Kristen!

Faculty Host: _____

Visitors name: _____

Last

First

Middle

Full Mailing Address: _____

Date of Birth _____ Sex: _____

Email address: _____

University Affiliation: _____

Is the visitor currently here in the U.S. on a visa? If so, which type of visa? _____

(If our department will be processing J-1 or H-1B visa paperwork for your visitor, PLEASE NOTE: It can take up to **6 months or longer** to process all the forms associated with visa requests. This process must be started no later than 6 months prior to their arrival date. NO EXCEPTIONS. Visitors CANNOT begin work or be paid until their visa has been approved and processed by DHS. Visitors who hold a B-1/B-2 visa CANNOT receive any form of payment or reimbursement from UF.)

Do you intend to fund this visitor during their stay? If so, how much? _____

From where? _____

Dates of intended visit: _____

Will visitor need an office (most likely shared)? _____

Will visitor need UFID card (cost is \$15 and paid by the visitor)? _____

Will visitor need computer access (offices DO NOT have computers; computer account needs to be setup by Margaret)? _____

As the visitor's host I agree to cover the \$10 key deposit should the office key NOT be returned when the visitor leaves. _____

Printed Name

Signature

NOTE: In addition to the form note that all foreign national visitors must be approved by our Research Office. A form must be submitted to their office including the following documents:

- A complete CV that includes all publications
- Financial sponsorship: If supported on a grant from other university, give grant details.
- An abstract of the research that will be completed during their visit here.

It takes about a week to get the approval from the Research Office and then the formal letter of invitation from the chair can be completed. Please communicate with your visitor to provide Kristen with the items above. All documents should be emailed to Kristen in a PDF file. As soon as she receives them, she will submit the information to the research office for approval and then process the letter of invitation for the Dean's signature.