



Visiting Staff Request Form

Processing time is 10 working days. Passport, Visa, I-94, and current DS-2019 are required.

START HERE - Please Type or Print.

Part 1: Personal Information			FOR ISS USE ONLY	
PUID (10-digit PUID number)				Today's Date
Family Name	Given Name	Middle Name	Pick-up Date	
US Home Address		Apt. #	Passport Exp.	
City	State	Zip Code	Visa Exp.	
Home Phone #	Office Phone #		Visa Type in Passport	
Email Address			I-94 Exp.	
International Address			Status on I-94	
			GGL	I-94 Letter
Date of Birth (MM/DD/YYYY)	Gender Male Female		Approved By	
Department	Position		Approved Date	
Part 2: Is your spouse or children in the US with you?			Prepared By	
Yes: if their status is J-2 then: 1. Complete dependent information in Part 5 2. Include J-2 dependent DS-2019's with request No Not Applicable			Prepared Date	
			Submitted By	
Part 3: How are you funded at Purdue?			Submit Date	
	Purdue: Monthly Pay	\$		
	Personal Funds:	\$	Source	
	Funds from another source:	\$	Source	

If your funding has changed, request a change of funding (see Part 4 for details)

I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I also certify that I have health insurance for myself and my dependents (if applicable) as required by University and Federal Regulations.

Signature _____ Date _____

Part 4: About your request

<p>Personal Travel Outside of the US</p> <table border="1"> <tr> <td>US Departure Date</td> <td>(MM/DD/YYYY)</td> </tr> <tr> <td>Return Date</td> <td>(MM/DD/YYYY)</td> </tr> <tr> <td>Date Leaving Campus</td> <td>(MM/DD/YYYY)</td> </tr> <tr> <td>Destination</td> <td></td> </tr> </table> <p>Are you applying for a US visa? Yes No</p> <p>You may need to fill out a Form 33 A in the employing Business Office If you will be absent from the US for more than 30 days, you will need an initial entry J-1 document to re-enter the US. Please speak to an immigration counselor about absences of more than 30 days. If you apply for a US visa in Canada or Mexico and are denied, you may not re-enter on your expired visa.</p>	US Departure Date	(MM/DD/YYYY)	Return Date	(MM/DD/YYYY)	Date Leaving Campus	(MM/DD/YYYY)	Destination		<p>Program Extension</p> <p>Please note that:</p> <p>Research scholars have a 5-year maximum length of stay. Short-term scholars have a 6-month maximum.</p> <p>The J-1 document can be extended as early as 90 days but no later than the completion date listed on the document. If you have missed your completion date, please speak to an immigration counselor.</p> <p>If you have dependents, remember to complete the information in Part 5.</p> <p>Provide the following:</p> <p>International Scholars Fee Form (from the department)</p> <p>Current J-1 Document. Form covers period:</p> <table border="1"> <tr> <td>From: (MM/DD/YYYY)</td> <td>To: (MM/DD/YYYY)</td> </tr> </table> <p>Departmental appointment letter indicating the dates of the extension as</p> <table border="1"> <tr> <td>From: (MM/DD/YYYY)</td> <td>To: (MM/DD/YYYY)</td> </tr> </table> <p>Financial Information: <i>Funding must be provided for the length of the extension requested.</i></p> <p>If you are paid by Purdue University, income should be included in the departmental letter.</p> <p>If funds are from any other source, a recent, original letter from the financial sponsor must be presented to extend your stay.</p> <p>Personal/family funds need to be verified with a recent, original bank statement.</p> <p>Show proof of \$400 a month for a spouse and \$250 a month for each child.</p>	From: (MM/DD/YYYY)	To: (MM/DD/YYYY)	From: (MM/DD/YYYY)	To: (MM/DD/YYYY)
US Departure Date	(MM/DD/YYYY)												
Return Date	(MM/DD/YYYY)												
Date Leaving Campus	(MM/DD/YYYY)												
Destination													
From: (MM/DD/YYYY)	To: (MM/DD/YYYY)												
From: (MM/DD/YYYY)	To: (MM/DD/YYYY)												
<p>Dependent Information</p> <p>Remember to complete the dependent information in Part 5</p> <p>Initial entry into the US</p> <p>Show proof of \$400 a month for a spouse and \$250 a month for a child as well as a copy of the spouse and each child's passport. Your spouse and children must also show proof of finances when applying for a visa at a US embassy or consulate.</p> <p>Your spouse will need to show proof of marriage (marriage certificate in English) and each child will need to show proof of relationship (birth certificate) at a US embassy or consulate</p> <p>(Optional) Request an invitation certificate (Box #8 on the wall in the ISS office)</p> <p>Travel separately from principal (J-1) visa holder</p> <table border="1"> <tr> <td>US Departure Date</td> <td>(MM/DD/YYYY)</td> </tr> <tr> <td>Return Date</td> <td>(MM/DD/YYYY)</td> </tr> <tr> <td>Date Leaving Campus</td> <td>(MM/DD/YYYY)</td> </tr> <tr> <td>Destination</td> <td></td> </tr> </table> <p>Are they applying for a US visa? Yes No</p> <p>Travel together with principal (J-1) visa holder</p> <p>If your dependents are traveling together with you, please complete the dependent information Part 5 and provide their DS-2019's with this request</p>	US Departure Date	(MM/DD/YYYY)	Return Date	(MM/DD/YYYY)	Date Leaving Campus	(MM/DD/YYYY)	Destination		<p>Change of Personal Information</p> <table border="1"> <tr> <td>From</td> <td>To</td> </tr> </table> <p>For a change of name, citizenship, or other information, a copy of the documentation verifying the change must be attached.</p>	From	To		
US Departure Date	(MM/DD/YYYY)												
Return Date	(MM/DD/YYYY)												
Date Leaving Campus	(MM/DD/YYYY)												
Destination													
From	To												
<p>Replacement of J-1 Document</p> <p>Explain</p> <p>For lost immigration documents, see an immigration counselor. Report lost/stolen documents to the police.</p>	<p>Change of Funding Information</p> <table border="1"> <tr> <td>From</td> <td>To</td> </tr> </table> <p>If Purdue funding: provide a letter from the department stating the amount and duration of funding. If Other funding: bring in recent, original proof of funding from your financial sponsor in English and in US dollar amounts.</p>	From	To										
From	To												
<p>Other</p> <p>Explain</p>	<p>Change of Department</p> <table border="1"> <tr> <td>From</td> <td>To</td> </tr> </table> <p>See the liaison in your department and/or talk to an immigration counselor before making any changes. International Scholars Fee Form required (from the department)</p>	From	To										
From	To												

Part 5: Dependent Information

If you are inviting or currently have dependents at Purdue, complete the information below.

If this is an initial entry request, please attach a copy of the identification page of each dependent's passport.

Spouse Information		Child Information	
Family Name		Family Name	
Given Name	Middle Name	Given Name	Middle Name
Date of Birth (MM/DD/YYYY)	Gender Male Female	Date of Birth (MM/DD/YYYY)	Gender Male Female
Country of Birth	City of Birth	Country of Birth	City of Birth
Country of Citizenship		Country of Citizenship	
Country of Legal Permanent Residence		Country of Legal Permanent Residence	
Passport Exp. Date (MM/DD/YYYY)		Passport Exp. Date (MM/DD/YYYY)	
Visa Exp. Date (MM/DD/YYYY)		Visa Exp. Date (MM/DD/YYYY)	

Child Information		Child Information	
Family Name		Family Name	
Given Name	Middle Name	Given Name	Middle Name
Date of Birth (MM/DD/YYYY)	Gender Male Female	Date of Birth (MM/DD/YYYY)	Gender Male Female
Country of Birth	City of Birth	Country of Birth	City of Birth
Country of Citizenship		Country of Citizenship	
Country of Legal Permanent Residence		Country of Legal Permanent Residence	
Passport Exp. Date (MM/DD/YYYY)		Passport Exp. Date (MM/DD/YYYY)	
Visa Exp. Date (MM/DD/YYYY)		Visa Exp. Date (MM/DD/YYYY)	

Child Information		Child Information	
Family Name		Family Name	
Given Name	Middle Name	Given Name	Middle Name
Date of Birth (MM/DD/YYYY)	Gender Male Female	Date of Birth (MM/DD/YYYY)	Gender Male Female
Country of Birth	City of Birth	Country of Birth	City of Birth
Country of Citizenship		Country of Citizenship	
Country of Legal Permanent Residence		Country of Legal Permanent Residence	
Passport Exp. Date (MM/DD/YYYY)		Passport Exp. Date (MM/DD/YYYY)	
Visa Exp. Date (MM/DD/YYYY)		Visa Exp. Date (MM/DD/YYYY)	

For additional children, please print additional copies of this page.