

**W&M Scholar Information Form**

(to be completed by scholar/intern and submitted to Reves Center with supporting documents listed in Part F)

**Part A: Biographical Information**

1. Name (*Name must appear exactly as it is written in the passport*)

\_\_\_\_\_  
(Family/Last Name) (First/Given Name) (Middle Name)

2. Date of Birth: \_\_\_\_\_ 3. Gender:  Male  Female  
(Month) (Day) (Year)

4. Place of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(city) (province or state) (country)

5. Country of Citizenship: \_\_\_\_\_ 6. Country of Permanent Residence: \_\_\_\_\_

7. Passport Number: \_\_\_\_\_ 8. Country that issued your passport: \_\_\_\_\_

9. Passport issue date: \_\_\_\_\_ 10. Passport Expiry Date: \_\_\_\_\_  
(Month) (Day) (Year) (Month) (Day) (Year)

11. U.S. Social Security Number (*if you have one; otherwise leave blank*): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

12. Higher education/degrees earned

\_\_\_\_\_  
Title of degree (e.g. Ph.D) Field (e.g. Biology) Institution Date awarded or expected

\_\_\_\_\_  
Title of degree (e.g. Ph.D) Field (e.g. Biology) Institution Date awarded

13. Current Occupation (Job Title)  Undergraduate Student  Graduate Student  
 Professor  Researcher  
 Other (Specify) \_\_\_\_\_

Name of institution or employer: \_\_\_\_\_

**Part B: Information on this stay and previous stays in the US**

14. Will you be working at or visiting another institution on business during your time in the US?  Yes  No

Institution: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Mo Day Year Mo Day Year

Address: \_\_\_\_\_

15. Are you currently in the US?  Yes  No

If "Yes",

a. What visa status are you currently in? \_\_\_\_\_ When does your status expire? \_\_\_\_\_  
Mo Day Year

b. Do you plan to travel out of the U.S. prior to coming to W&M?  Yes  No

i. If yes, what is your expected departure date: \_\_\_\_\_  
Mo Day Year

16. Have you ever been in the U.S. on a J-1 or J-2 Visa?  Yes  No

If "Yes", enter beginning and ending dates \_\_\_\_\_ and DS-2019 category:

Research Scholar/Professor  Short term Scholar  Student  Specialist  Other (e.g. Au Pair, Intern)

17. Have you ever been in the US on an H-1B or H-4 Visa?  Yes  No

If "Yes", enter beginning and ending dates \_\_\_\_\_

18. Please indicate any other stays in the US in the last 5 years (approximate dates and visa status):

\_\_\_\_\_

19. Did you apply for, or are you in the process of, obtaining US permanent residency (greencard)?  Yes  No

If "Yes", please indicate the status of your application (check the appropriate option):

Labor Certification is pending  I-130/I-140 is pending or approved  I-485 is pending

### **Part C: Address and Mailing Information**

#### **Foreign address**

\_\_\_\_\_

street address

\_\_\_\_\_

city state/province country postal code

#### **US address (if applicable)**

\_\_\_\_\_

street address

\_\_\_\_\_

city state/province country postal code

#### **Mailing address**

(if different from  
US or foreign address)

\_\_\_\_\_

street address

\_\_\_\_\_

city state/province country postal code

**Telephone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Part D: Insurance and Funding Information** (Part D is only for those being sponsored for **J-1 status**; if you are being sponsored for H1B, TN, E-3 or O-1 status, skip Part D and go to Part E)

**Health insurance for J-1 and J-2 status:** Per federal regulations, during your stay in the US, you and any J-2 dependent family members must have health insurance coverage that meets minimum federal requirements: \$50,000 per accident or illness, \$7,500 for expatriation of remains, \$10,000 for medical evacuation, a deductible of not more than \$500.

By signing the DS-2019 form and entering the US on a J-1 visa, you agree to abide by these requirements. For information on insurance options see <http://www.wm.edu/offices/revescenter/issp/life/insurance/scholar/index.php>

have qualifying insurance/will purchase my own insurance prior to arrival in the US.

will be employed by W&M and thus covered by the W&M health insurance plan.

## Funding Information for J-1 status

- You must show \$1700 per month of stay. If you will have dependents with you, \$450 per month for each dependent.
- Attach proof of **ALL** funding sources to be included on the DS-2019; scanned copies are fine
- Documentation for W&M funding may be included in the departmental letter of invitation/contract.
- For personal funds, a recent personal bank statement or employer letter will suffice.

### Please list your funding sources:

### Amount in US Dollars

W&M (includes grants from external sources) \$ \_\_\_\_\_

Personal Funds \$ \_\_\_\_\_

U.S. Government (Name of agency): \_\_\_\_\_ \$ \_\_\_\_\_

Foreign Government (Name of agency): \_\_\_\_\_ \$ \_\_\_\_\_

Organizations (Name of agency): \_\_\_\_\_ \$ \_\_\_\_\_

**Note:** Funding from a government or international organization may trigger the 2 year home residency requirement especially if that funding was granted for purpose of international exchange. For information on this requirement go to <http://www.wm.edu/offices/revescenter/issp/visasandimmigration/j1student/residency/index.php>

## **Part E: Dependents** (if you have no dependents, skip Part E; go on to Part F)

If dependent family members will come with you, please provide the following information for each. Please note that per US immigration law, only your spouse, or unmarried children (under age 21) qualify for dependent status.

### **NOTE: Name must appear exactly as it is written in the passport**

1. **Name:** \_\_\_\_\_  
(Family/Last Name) (First/Given Name) (Middle Name)

Birthdate: \_\_\_\_\_ Gender:  Male  Female Relationship:  Spouse  Child  
(Month) (Day) (Year)

City of Birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_ Country of Permanent Residence: \_\_\_\_\_

U.S. Social Security Number (if you have one; otherwise leave blank): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**If currently in the US:** Current visa status: \_\_\_\_\_ Visa status expiration date: \_\_\_\_\_  
(Month) (Day) (Year)

2. **Name:** \_\_\_\_\_  
(Family/Last Name) (First/Given Name) (Middle Name)

Birthdate: \_\_\_\_\_ Gender:  Male  Female Relationship: \_\_\_\_\_ Child  
(Month) (Day) (Year)

City of Birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_ Country of Permanent Residence: \_\_\_\_\_

U.S. Social Security Number (if you have one; otherwise leave blank): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**If currently in the US:** Current visa status: \_\_\_\_\_ Visa status expiration date: \_\_\_\_\_  
(Month) (Day) (Year)

**3. Name:** \_\_\_\_\_  
 (Family/Last Name) (First/Given Name) (Middle Name)

Birthdate: \_\_\_\_\_ Gender:  Male  Female Relationship: Child  
 (Month) (Day) (Year)

City of Birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_ Country of Permanent Residence: \_\_\_\_\_

U.S. Social Security Number (if you have one; otherwise leave blank): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**If currently in the US:** Current visa status: \_\_\_\_\_ Visa status expiration date: \_\_\_\_\_  
 (Month) (Day) (Year)

**Part F: Checklists of required supporting documents**

H-1B, TN, E-3, and O-1	J-1
<ul style="list-style-type: none"> <li>○ Copy of passport identity page</li> <li>○ Copy of US visa (if currently in US)</li> <li>○ Copy of I-94 card (if currently in US)</li> <li>○ Other evidence of status (e.g. I-20 if currently in F status; I-797 if currently in H status, etc)</li> <li>○ Copy of curriculum vitae</li> <li>○ Copy of academic credentials (i.e. diploma) (with translation if not in English)</li> <li>○ Credential evaluation (if you received your degree from an institution outside the US)</li> <li>○ <b>For dependents already in the US, who will apply for a change of status to H-4, TD or O-2</b></li> <li>○ Copy of passport identity page</li> <li>○ Copy of US visa (if currently in US)</li> <li>○ Copy of I-94 card (if currently in US)</li> <li>○ Other evidence of status (e.g. I-20 if currently in F status; I-797 if currently in H status, etc)</li> <li>○ For children: Copy of birth certificate (with translation if not in English)</li> <li>○ For spouse: Copy of marriage certificate (with translation if not in English)</li> <li>○ Check for \$290 made payable to USCIS for the filing fee for the I-539 Change of Status Application</li> </ul>	<ul style="list-style-type: none"> <li>○ Copy of passport identity page</li> <li>○ Copy of US visa (if currently in US)</li> <li>○ Copy of I-94 card (if currently in US)</li> <li>○ Other evidence of status (e.g. I-20 if currently in F status; DS-2019 if currently in J status, etc)</li> <li>○ Copy of curriculum vitae</li> <li>○ Proof of funding sources</li> <li>○ <i>Student Interns</i> must also provide proof of enrollment and good standing at their home institution</li> <li>○ <b>For dependents already in the US, who will apply for a change of status to J-2</b></li> <li>○ Copy of passport identity page</li> <li>○ Copy of US visa (if currently in US)</li> <li>○ Copy of I-94 card (if currently in US)</li> <li>○ Other evidence of status (e.g. I-20 if currently in F status; I-797 if currently in H status, etc)</li> <li>○ For children: Copy of birth certificate (with translation if not in English)</li> <li>○ For spouse: Copy of marriage certificate (with translation if not in English)</li> <li>○ Check for \$290 made payable to USCIS for the filing fee for the I-539 Change of Status Application</li> </ul>

**Mailing instructions (email, fax, or hard copies are ok) and Questions:**

Steve Sechrist, College of W&M – Reves Center, PO Box 8795, Williamsburg, VA 23187-8795  
 Email: [sjsech@wm.edu](mailto:sjsech@wm.edu) Tel. 757 221 3437 Fax 757 221 3597

**Note: If you complete this form on a Mac, please print it and scan, fax or mail it.**