

## **IMPORTANT INFORMATION FOR FELLOWS WHO ARE NOT US CITIZENS**

The following is vital information concerning visa status, stipend and travel reimbursement for Beinecke Library Visiting Fellows who are not citizens or permanent residents of the United States of America.

This information is also printed in the online **Orientation Guide for Visiting Fellows** available at: <http://www.library.yale.edu/beinecke/brbleduc/brblapplyvisiting.html>

- ◆ **PLEASE CONFIRM** your correct EMAIL ADDRESS, BIRTH DATE, and RESEARCH SPECIALTY in your acceptance note. Alternatively, please complete and return the brief Visa Questionnaire also available via the link on the Beinecke Fellowships web page (above).
  
- ◆ **TO RECEIVE YOUR STIPEND AND TRAVEL REIMBURSEMENT**, you must arrive at the **Beinecke Library on a J-1 VISA**. This is the only acceptable visa status in accordance with U.S. law and Yale regulations. J-1 visa status is necessary even if you already have a valid visa that you have been using to travel in and out of the United States. If you arrive in the U.S. without the J-1 visa, a 4-6 week procedure will be initiated to change your visa status. Payment of your stipend and reimbursement will be delayed for additional weeks following the effective change of your visa status.
  
- ◆ **YOU WILL RECEIVE AN EMAIL** titled **Yale International Scholar application** within one month of notifying us of your award acceptance, official fellowship dates, and your correct email address.

Please follow the instructions in the email, and **complete the online International Scholar Application without delay**, preferably before **April 30**. This notification begins the visa process and allows your DS2019 form to be issued. If you are unable to access or complete this form online, please contact the Fellowships Coordinator at [beinecke.fellowships@yale.edu](mailto:beinecke.fellowships@yale.edu) or by phone at 203-432-2956.

- ◆ **YOUR DS 2019 FORM** will be sent to you two to three months before your expected date of arrival. Issued by the Yale Office of International Students and Scholars (OISS), this form will allow you to apply for the J-1 visa at the U.S. embassy in your country.

Currently outside your home country? Please allow extra time for the embassy to process your visa.

Changing your residence? Please keep us informed of your current address to prevent the DS 2019 Form from being sent to the wrong address. Please be aware that the Office of International Students and Scholars must wait until a misaddressed DS 2019 Form is returned before they can issue a new one.

Changing your arrival and departure dates? Let us know immediately and we'll arrange a reissue of your DS 2019 Form, as it must contain the actual dates of your visit.

Already on a J-1 visa at another US institution? Your DS 2019 Form (issued by that institution) will need to be signed by an authorized person at that institution to transfer your sponsorship to Yale. Please notify us if this is the case.

- ◆ **ON YOUR FIRST DAY AT YALE**, please check in with the Office of International Students and Scholars (OISS) at 421 Temple Street, 2 blocks from the Beinecke. Website: <http://www.oiss.yale.edu/>