University of California, San Francisco
International Students & Scholars Office (ISSO)
Mission Bay Rutter Community Center
1675 Owens Street, cc-290, Box 0477
San Francisco, CA 94143
Tel (415) 476-1773 | Fax (415) 476-8119
visa@ucsf.edu | http://isso.ucsf.edu

UCSF International Students
& Scholars Office
Student Academic Affairs

REQUEST FOR B-1/WB INTERNATIONAL VISITOR

INSTRUCTIONS:
1. Submit **TWO MONTHS** or earlier of expected start date
2. Attach copy passport biographical page
3. Send form to above address to request documents to be sent to foreign visitor to enable him/her to obtain a B-1 International Visitor Visa or to enter the U.S. under the Visa Waiver Program.

VISITOR INFORMATION:

Surname (Family Name): _____ Given Name: _____
as it appears in passport   *as it appears in passport*

☐ Male ☐ Female Date of Birth: _____ City & Country of Birth: _____
     mm/dd/yyyy

Citizen of: _____ Country of Legal Permanent Residence: _____

Current Mailing Address: _____
     Street, Apt (if any), City/Province, COUNTRY, Postal Code (***must include***)

Scholar's Phone: _____ Scholar's email: _____

Speed Chart # (Dept. PO#) for sending documentby air courier (must match fee form): _____

EDUCATIONAL/EMPLOYMENT BACKGROUND:

List information relating to the highest degree that the visitor currently holds: _____
     Major   Degree/Date Earned

Current or last employment position in home country: _____

Current Institution: _____ City, Country: _____

FINANCIAL SUPPORT:

Program Start Date mm/dd/yyyy: _____ Program End Date mm/dd/yyyy: _____

Purpose (observation, consultation with assoicates, attend lectures, seminars, conferences, etc): _____

_____

NOTE: If visitor is a physician, please attach the following statement regarding "no patient contact" on department letterhead signed by the department chair. Do not use this request form for physicians with patient contact, but instead call ISSO at 476-1773.

TO WHOM IT MAY CONCERN: This certifies that the program in which [insert visitor's name] is to be engaged solely for purpose of observation, consultation, or attendance at lectures and conferences, and that no element of patient care services is involved.

AUTHORIZATIONS *Print to Sign & Deliver*

Department Administrator preparing form:

Name: _____ Signature: _____ Title: _____

Department: _____ Email: _____

Phone or Ext. #: _____ Fax: _____ Date: _____

Department Chair Certification: *I have read and agree with the above statement and PAGE 2 of this document*

Department Chair Name: _____

Department Chair Signature: _____ Date: _____

Instructions for Inviting a B-1/B-2/WB International Visitor

Step 1:
- ▪ Department submits the following to ISSO:
  - ❑ Completed ISSO "Request For B-1/WB/ International Visitors Form"
  - ❑ ISSO Fee Form complete with DPA or check in payment of fee
  - ❑ "No Patient Contact" statement if visitor is a physician

Step 2:
- ▪ ISSO prepares appropriate documentation for the U.S. Consulate, U.S. Department of Homeland Security, and international visitor
- ▪ ISSO sends visa documents with an *International Visitors Guidebook* to international visitor

Step 3:
- ▪ International visitor may submit visa documents to U.S. Embassy/ Consulate Office and to immigration official at the U.S. port of entry, making sure to have proof of funding to meet expenses of the visit and intent to return home at the end of the visit

Step 4:
- ▪ International visitor checks in with ISSO upon arrival at UCSF

Department Declaration

In compliance with federal regulations governing the B-1/ WB Visitor Program, we certify that, to the best of our knowledge, the information contained in this request form is true and accurate. Furthermore, we certify that as the host department, we will:

Pre-arrival
1. Verify that the exchange visitor is eligible, qualified, and accepted for the program in which s/he will be participating.
2. Verify that the exchange visitor possesses sufficient proficiency in the English language to participate in his or her program.
3. Verify that the scholar has adequate financial resources to complete his/her program, and to support any accompanying dependents.
4. Notify International Students & Scholars Office if the scholar will not arrive in time to begin his/her program on the requested start date.

After arrival
1. Ensure that the scholar's activities at UCSF are consistent with the original objectives.
2. Monitor the progress and welfare of the scholar, providing any assistance/advice needed to facilitate the successful completion of the program.
3. Monitor scholar's visa status end date.

Required Notifications (**IMPORTANT!!**)

Notify UCSF International Students & Scholars Office *immediately* of:
1. Scholar's arrival in the U.S.
2. Any changes in the scholar's program or activity, including anticipated employment or payment
3. Scholar's completion, termination, or withdrawal from the program or UC appointment.