INVITING VISITING FACULTY AND VISITING SCHOLARS

VISITING FACULTY

When arranging a visitor to the Department, please keep in mind that the Department must pay for the visitor’s visa processing fees.

According to the ISO webpage: The fee required to cover the administrative costs to process visa request forms will increase to $195 per person effective September 1, 2012. If the visitor brings a spouse we have to pay the fee for both individuals. All fees associated with an H-1B, E-3 and TN petition, including the $195 administrative fee are paid by the host department and cannot be passed on to the foreign beneficiary. Reimbursement of the $195 administrative fee may be requested from J exchange visitors.

If the Department is supporting a visitor (e.g., for a colloquium or some other purpose), we prefer to book the flights on the Department’s travel account to take advantage of the flexibility of the contract fares. The travel agencies are happy to work with visitors to arrange the flight and contact the Department for the billing information. If a visitor elects to book and pay for his/her own flight we will reimburse them for the airfare after the visit.

Visitors are expected to pay for their own miscellaneous expenses, such as taxis. They may be reimbursed for these expenses on a travel expense voucher upon submission of receipts.

THE DEPARTMENT WILL NEED TO KNOW THE FOLLOWING INFORMATION FOR EACH VISITOR:

- Honorarium to be paid?
- Budget for honorarium and travel expenses
- Title of seminar (if applicable)
- Travel expenses being paid/reimbursed?
- Lodging requirements (number of nights, etc.)
- Any special requirements

IF HONORARIUM IS TO BE PAID THE FOLLOWING INFORMATION IS REQUIRED:

- Name
- Citizenship status (citizen, permanent resident, non-resident alien)
- Country of citizenship
- Country of tax residence (where do they pay taxes?)
- Dates of visit/length of stay at UW
- Length of time the visitor will be in the US
- What is the person's US Visa status (tourist, business, H-1, J-1, etc.)?
- If the person is on a J-1 status is the UW the sponsoring institution? If not the UW, who?
- Permanent Address
- Phone
- Fax
- Email address
- SSN or ITIN (required for honorarium payments)

Please remember that if the person is a non-resident alien there will be additional forms and paperwork that will need to be completed for the payment of the honorarium and reimbursement of expenses.

More information on preparing for a visitor can be found here: http://www.washington.edu/admin/travel/visitors.html.
VISITING SCHOLARS

The Department can arrange for visiting scholar status for visitors who will be on campus for a few weeks or longer. This is a courtesy appointment and will give the visitor access to the library, IMA, and other campus facilities. It is expected that visitors will have a faculty sponsor. Visitors are encouraged to participate in the intellectual life of the Department by attending seminars and colloquia. The Department generally cannot provide space or an e-mail address, but we may be able to provide limited access to the computing lab (with a signed lab agreement). Please submit a request/letter of support and CV for the proposed visitor to the Executive Committee (via the Department Administrator or Chair) for approval.

NONRESIDENT AliENS

For information on payments to nonresident aliens please see the UW's Administrative Policy Statements:


Please make sure to get a copy of the passport and I-94 before the visitor leaves campus.

MISC TOPICS:

- Honoraria and Related Travel Reimbursement to Nonresident Aliens
- Nonresident Alien Form Requirements
- Student Tax Treaties
- Teacher/Researcher Tax Treaties

HOUSING RESOURCES FOR VISITING FACULTY

UW-AFFILIATED RESOURCES

The Faculty Auxiliary has a Visiting Faculty Housing Service:

http://depts.washington.edu/uwfacaux/vfhs.html

They operate on a volunteer basis and offer a listing service for new and visiting faculty seeking housing to be matched with local property owners and leasing services offering housing. You can get a “Housing Wanted” form from them by e-mail or surface mail. The listings are not available online, however.

There is a housing service through Conference Housing, aimed primarily at very short term visitors here for conferences during the summer, and involves staying in dorms. Generally, this housing is available only for visitors whose stay is being paid through a UW budget, rather than by the visitor:

http://hfs.washington.edu/conferences/planners.aspx?id=1688

Visitors and new faculty and staff can also seek rental housing through the UW-affiliated Radford Court complex near Sand Point:

http://www.hfs.washington.edu/housing/radford/

Radford Court has a very small number of furnished townhouses available; otherwise units are unfurnished.

NON-UW-AFFILIATED RESOURCES

ShortTermSuites.com (http://shorttermsuites.com/) is a leasing agency specializing in short-term, furnished suites, and they have multiple properties around Seattle, including in North Queen Anne hill, Capitol Hill, and Fremont, which are all convenient to UW by Metro Transit, bicycle, or car.

Seattle craigslist (http://seattle.craigslist.org/) often has listings for short term rentals or housing swaps listed by individual owners.