Application Form Instructions

VSPA Application for Visiting Scholar Appointments

Please see the sample form. For your application, you should fill in the items that are highlighted in yellow.

1. **Personal Data**: Fill in your name *exactly* as it appears on your passport. Fill in your date of birth, using numbers for the month. Indicate your sex. Fill in your permanent address (where you now live in Korea; not your office address). Please be sure to include your postal code. Please do not change your Anticipated Visa Type (all scholars are issued J-1 visas). Fill in your e-mail address.

2. **Purpose of Research Visit**: Please write a very short description of your research topic. Examples: "Research on the history of U.S.-Korea relations" or "Research on 18th century *sijo* poetry."

3. **Proposed Visit**: Fill in the Beginning Date and End Date using the format month/day/year. *Note:* These dates will go on the DS-2019 form that allows you to receive your visa. Visiting scholar terms are usually one year exactly. Scholars may come for six months if they desire and CKS approves the request. We cannot approve any term over one year. **You may enter the U.S. up to 30 days before their start date or 14 days after your start date. You may leave the U.S. up to 30 days before your end date or 30 days after your end date. Please keep this in mind when choosing these dates.** Usually, scholars arriving in the fall choose a start date of September 1 and end date of August 31 in the following year; scholars arriving in the spring choose a start date of January 1 and an end date of December 31 in the same year.

4. **Highest Degree**: This will usually be Ph.D. for academic visiting scholars. Government officials and journalists are welcome to apply even without a Ph.D. Fill in the date of your degree and the institution you attended. Answer the question about whether you are in a degree program currently (most applicants are not).

5. **Employment**: Indicate whether you are now or were a professor elsewhere. If yes, give the name of the institution.

6. **Signature of Applicant**: Sign the application and date it. You may send it in by scanning and e-mailing to diannecho@berkeley.edu, or faxing to CKS at (510) 643-9787.

7. **Source of Funding**: *This is the only item you should fill out below the signature line*. **The U.S. government requires that you have $1,600 per month, plus $500 per month if you are accompanied by your spouse, plus $200 per month per accompanying child.** So, for example, if you are bringing a spouse and two children, you would need at least $2,500 per month, or $30,000 per year. Please fill in the dollar amount for your funding per month. (This can be your monthly salary.) For the "Source (funding agency)," this could be your employer (university, newspaper, etc.) if they are paying your salary for the year, or "personal funds" if you are using your own resources. *Please submit either a letter from your employer stating your salary in U.S. dollars and the dates of your visiting scholar term, or if you are using personal funds, a personal bank statement translated into English and converted into U.S. dollars.*

<u>**DS-2019 Request Form**</u>
Page 1: Fill in "Scholar's Surname, Given Name" *exactly* as it appears on your passport. *Do not fill in anything else on this page.*
Page 2: Fill in "J-1 Exchange Visitor (scholar)" with your name, as spelled on Page 1. *Do not fill in anything else on this page. You do not need to sign your name under the Health Insurance Agreement.*
Page 3
1. **Scholar Information**: Fill in your surname, given name, date of birth, sex, city of birth, country of birth, citizenship (if different from Republic of Korea), passport expiration date, e-mail address, home phone, work phone, Country of Legal Permanent Residence (if different from Republic of Korea), occupation, and employer. Note: Korean phone numbers should be given as they would be dialed internationally, in the format +82-[area code without "0"]-number. For example, the phone number 02-730-5800 is given in the sample as +82-2-730-5300.
2. **Academic Information**: Check which degree is the highest you have earned (if you have a B.A. and Ph.D., you only need to check Ph.D.). Degree Field is your major. Degree Institution is the university where you received your degree. Fill in the Date Completed (graduation date). On the right side, check whether you have an M.D. (most scholars do not) and whether you are a student (most scholars are not).
3. **J-1 Status History**: *Please read these questions carefully.* The first question asks if you have had J-1 status in the past two years. Unless you were a visiting scholar in the U.S. very recently, the answer is probably No. The second question asks if you have ever applied for a waiver of the Two-Year Home Country Physical Presence Requirement. If you don't know what this is, there is no need to be concerned; just check No. Most scholars should leave the third question blank because most of our applicants are not currently in the U.S. (If you are in the U.S., check your passport stamp to confirm your arrival date and fill it in.) The fourth question asks for your expected arrival date. **This can be different from the start date you wrote on your VSPA form. Remember that you can arrive up to 30 days before your start date. Please don't worry if you don't know the exact arrival date; just guess.** Most scholars will leave the rest of this section blank, **but if you have visited the U.S. in the last two years** *for any reason* **(not just as a visiting scholar), type this in the "Periods of stay in the U.S. in the past two years.**
4. **UC Berkeley Program Information**: The only thing you should type in this section is your Appointment Begin Date and Appointment End Date. *Please use the same dates you wrote on your VSPA form (Beginning Date and End Date).* Don't change anything else in this section.
5. **UC Berkeley Program Description**: Write a short description of your research. This should be a little longer than the Purpose of Research Visit you wrote on the VSPA form. You can use up to 8 lines of text. Example: "Research on the history of U.S.-Korea relations, focusing on increased agency for the Republic of Korea in the alliance and changes in the relationship following transfers of power between political parties in Korea."
Page 4: Funding Information
This page may look complicated, but it is actually quite straightforward. Please read each of the following four cases to see which one applies to you. By far the most common are (a) and (b).
(a) If you are a professor, journalist, or official from a regional or city government, and your employer will continue to pay you a salary while you are in the U.S., please check "Other source of funding." Under "Specify source," write the name of your employer, for example,

"Seoul National University." To the right, write your *yearly* salary. *This should be equal to the number on your VSPA form under "Amount per month," **times 12**. You will need to submit a letter from your employer stating the dates of your visiting scholar affiliation and the salary they will pay you during that time.*

(b) If you will not receive a salary from your employer or a fellowship to fund your study in the U.S., and you are using your own personal funds, check "Scholar's Own Personal Funds." To the right, write the amount of funds you have available *for the year* (such as the balance of your bank account). *You will need to submit a bank statement **in English** and **converted to U.S. dollars** to show that you have these funds available. The statement should be from some time in the past 6 months.*

(c) If you are a professor, journalist, or official from a regional or city government, and your employer will *not* pay your salary while you are in the U.S., but you received a fellowship or scholarship that will fund you, you check "Other source of funding," but under "Specify source," write the name of your sponsor, for example, "Korea Foundation." To the right, write the amount of your fellowship *for the year. You will need to submit a letter from your sponsor, such as an acceptance letter, stating the amount of the fellowship and its purpose.*

(d) If you are an official from the central Korean government, and the government will continue to pay you a salary while you are in the U.S., check "Scholar's Central Home Government pays scholar directly." Write the name of your agency or ministry directly below. To the right, write your *yearly* salary. *You will need to submit a letter from your government agency/ministry stating the dates of your visiting scholar affiliation and the salary they will pay you during that time.*

Page 5: Family Information

Leave this page blank if you are coming alone, i.e., without your spouse and children.
If you are bringing family members with you, answer the following questions.
Usually, scholars travel with their dependents (family), so most applicants will check "No." In this case, leave the "Date of travel" blank because it is the same as your expected arrival date, which you filled in on page 3 of the form. If you are traveling separately, check "Yes" and write when they will travel (you can guess if you don't know the exact date). *Your family cannot arrive after you. If they are traveling separately, you must arrive in the U.S. first.*
For each spouse and child, fill in his/her surname, given name, relationship (spouse or child), gender, date of birth, city of birth, country of birth (usually Republic of Korea), country of citizenship (usually Republic of Korea), and country of legal permanent residence (usually Republic of Korea). ***PLEASE NOTE that children must be under 21 years old (American age) to receive J-2 visas. You cannot bring parents or other relatives. Only spouses and children under 21 can accompany you in the U.S. If there are other family members who want to join you, they will have to get their own visas, and CKS cannot help you with this. We apologize for the inconvenience, but this is what U.S. immigration law requires and it is not up to us.***