



Brown University Graduate School Visiting Research Fellow Appointment Request Form

1
Visitor Information

(Program completes)

Last Name _____ First Name _____ MI _____
 Permanent Address _____ Telephone # _____
 Email Address _____ Is the visitor a U.S. citizen or legal resident?
 Emergency Contact Name _____ Emergency Contact Telephone # _____
 Home University _____ Host Program at Brown _____
**Note: (1) The Visiting Research Fellow must be enrolled in a graduate program at their home university.
 (2) All international visitors must coordinate with OISSS.**

2
Appointment Information

(Program completes)

Brown Faculty Advisor of Visiting Research Fellow: _____
 Host Program Chair or DGS: _____
 Appointment Start/End Dates (mm/dd/yy): _____ Source of support while at Brown: _____
 Start _____ End _____ Description of support source: _____
 Description of Activities at Brown (or refer to an attached document): _____

3
Signatures

(Program & Graduate School signatures)

Signature (and print) of Brown Faculty Advisor of Visiting Research Fellow _____ Date _____
 Signature (and print) of Host Program Chair/DGS _____ Date _____
 Signature of Graduate School Dean _____ Date _____

For Graduate Admissions Use

Proof of Financial Support? Yes ___ No ___ Date _____
 Proof of Health Insurance? Yes ___ No ___ Date _____
 J-1 English Proficiency Verification Form completed? Yes ___ No ___ Date _____
 VRF DS-2019 Request Form completed? Yes ___ No ___ Date _____
 Start date is at least 3 months out? Yes ___ No ___ Date _____
 Copy of the student's passport biographical page Yes ___ No ___ Date _____
 Signature of Admissions Liaison _____ Approved ___ Declined ___ Date _____

Required Documentation for Appointment as a Visiting Research Fellow

I. Health Insurance

International Visiting Research Fellow

In order to receive an international Visiting Research Fellow (VRF) appointment through the Graduate School, a VRF is required to purchase a health insurance plan for the duration of their time in the United States. Brown University has selected Brown International Student and Scholars Accident and Sickness Insurance plan through Gallagher Student Health & Special Risk to meet this requirement. Your participation in this health insurance plan is required by Brown University. Please follow the link for information regarding the Gallagher health insurance: <http://www.gallagherstudent.com/brown-iss>

Since you are not issued a Brown ID until you reach campus, please enter 999999999 in the Brown ID field when setting up your account. You will also be asked to provide a United States address when enrolling. If you do not yet have a United States address, please use the address of the department with which you are associated. All correspondence from Gallagher is via email, therefore no mail will be sent to this address.

Acceptable documents for demonstrating health insurance coverage include proof of payment from Gallagher; a signed letter on letterhead from Gallagher stating coverage; or a health insurance card issued by Gallagher with your name on it. The Brown University Graduate School will provide confirmation to the Office of International Students and Scholar Services (OISSS) that the Gallagher health insurance is in effect. An international VRF who does not provide proof of this health insurance will not receive an appointment and will not be issued sponsored visa documentation.

Domestic Visiting Research Fellow

Upon arrival at Brown, a domestic Visiting Research Fellow (VRF) is required to provide proof of health insurance at the Graduate School.

Acceptable documents from your U. S. based insurer for demonstrating health insurance coverage include a health insurance card with your name on it; a signed letter on letterhead stating coverage; or proof of payment. The Brown University Graduate School will provide confirmation to the Brown Card Office that your health insurance is in effect. A domestic VRF who does not provide proof of health insurance will not have their appointment activated and will not receive a Brown ID card.

II. Financial Support

A Visiting Research Fellow (VRF) who is not a U.S. citizen or permanent resident of the United States and who requires the assistance of Brown to obtain a visa is required to provide documentation of their ability to meet all anticipated expenses during the period of stay. Current requirements stipulate \$2,480 per month for the visitor, an additional \$520 per month for a spouse, and an additional \$365 per month for each child age 18 or under. We recommend that you consider the required levels of support as the minimum you will need, actual expenses at Brown are likely to be higher.

Proof of your ability to meet these costs is best provided in the form of an award letter and/or an original bank certificate (not a copy) that indicates the current availability of the required amount in U.S. currency or funds easily convertible into U.S. dollars. The adequacy of your financial arrangements is subject to reviews by University authorities and by the U.S. consulate at the time of your visa application. When satisfactory certification is presented, the appropriate entry form (I-20 or DS-2019) will be issued to you. These financial documents should be sent to Brown at the following address as soon as possible in order to avoid a delay in processing the visa request.

Once your documents have been received and processed, we will issue a formal letter of invitation as a VRF at the Brown University Graduate School.

Graduate School * 47 George Street * Providence, RI 02912 * Phone: 401-863-2600 * Fax: 401-863-7341