APPLICATION SHEET FOR NON-IMMIGRANT VISA
(currently in the United States)

A prospective applicant who is not a U.S. citizen or Permanent Resident (green card holder) coming to work at Dana-Farber needs a visa sponsored by the Institute in order to begin employment at DFCI.

The information requested on this form will help Human Resources determine the most suitable non-immigrant visa for the applicant and will make the arrival to the Dana-Farber as smooth as possible.

The process of obtaining a visa can take several weeks to several months, depending on the category we are requesting. Please fill out the information below as early as possible. The information below should be accompanied by a C.V. and sent to Lorraine Barnes in Human Resources (Lorraine_Barnes@dfci.harvard.edu)

If you require further information, please contact Lorraine Barnes 617-632-3063.
Application for Non-Immigrant Visa
(For visitors currently in the United States)

SECTION I:

Information about the HIRING DEPARTMENT:

Hiring Manager requesting visa (please include phone extension & room #):

______________________________________________________________

Department: ___________________________________________________

SECTION II:

Information about the visitor:

NAME:

First: _______________________________

Middle: _______________________________

Last: _______________________________

Current Address: ____________________________________________

Phone #: ____________________________

Fax #: ______________________________

Email Address: _____________________________
Permanent address in home country: 

Current U.S. address: 

Sex:  M / F   Marital Status:  S / M

Date of Birth:  Month:______ Day:______ Year:____________

City of Birth: ____________________________

Country of Birth: _________________________

Permanent Resident of: ____________________

Citizen of: __________________________________

Last Position held in home country: ________________________________

SECTION III:
Information about the position being filled

Proposed Title at DFCI: ________________________________

Description of Duties:

Source of Funding: DFCI: _______________ Other: _____________

Amount of Funding: ________________________________
SECTION IV
Miscellaneous

Date of Arrival at the Institute: _________________

Approximate Length of Stay: __________

Is there a preference as to which non-immigrant visa the visitor would like to obtain:

J1 _____ H1 ____ (if you are requesting an H1 visa, please see H1 process for additional documentation needed) TN _____ O1 _____ Other: __________

What type of non-immigrant visa is currently held: F1 / J1 / H1 / TN / O1 Other: __________

How long has he/she been in the U.S. (please provide dates and visa status):

Dates: _______________ - present Visa Type: __________

Dates: _______________ - ________________ Visa Type: __________

Passport Number: ___________________ Issued by: ___________________

Expiration Date: _______________

SECTION V
Family information:

Please provide the following for family members who are/will be in dependent status: List each family member separately:

Name:
First: ___________________________

Middle: __________________________
Last: ____________________________

Sex: ____________________________

Date of birth: _________________

City of Birth: ____________________

Country of Birth: _________________

Country of Permanent Residency: _________________

Country of Citizenship: _____________________________

Please submit these forms to Human Resources, attn: Lorraine Barnes, Dana Building Room DL146– or by fax: 617-582-8211 or email (Microsoft word) to: Lorraine_Barnes@dfci.harvard.edu.

Please note that all new hires must be cleared by Occupational Health Services PRIOR to the start date of work.