FELLOWSHIP GUIDELINES

The following guidelines have been designed to inform current and prospective Harry Ransom Center fellows about our research fellowship program. These guidelines are available online at hrc.utexas.edu/fellowships and are updated regularly in accordance with University and federal procedures.

Individuals who have been awarded a fellowship must review these guidelines before submitting their Fellowship Acceptance Letter, and should save these guidelines for reference before and during their fellowship residency.

Questions or concerns that are not addressed here should be directed to ransomfellowships@utexas.edu.
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Updated 3/2016
ACCEPTING THE AWARD

Fellowship recipients will receive a formal award letter and orientation packet by mail. In order to accept a 2016–2017 fellowship, the forms described below must be returned to the Ransom Center by Monday, May 2, 2016.

I. Fellowship Guidelines
All fellowship recipients should carefully review these guidelines. By accepting your fellowship, you are accepting the terms described within. Please note that these guidelines are revised regularly in accordance with University and federal procedures.

If you are an international scholar, be sure to review “Information for International Scholars” on pages 11–14 for important information about visa requirements and payment.

II. Your UT EID
The UT EID is an electronic identifier required for anyone associated with The University of Texas. You must have a UT EID and password in order to be appointed as a fellow and to access wireless internet and other resources during your fellowship residency.

To establish your UT EID, visit utexas.edu/eid and select “Find My UT EID.” Search for a UT EID using as much information as possible, including previous names or any alternate spellings of your name that you may use. If no UT EID is found, return to utexas.edu/eid and select “Get a UT EID.”

Please make note of your UT EID and password for your use during your residency.

My UT EID is: __________________ Password hint: __________________________
Note: Keep your UT EID password secure. Never write your password down or share it with anyone.

III. Required Items and Forms

Fellowship Acceptance Letter
This letter includes your name and project title as they will appear in Ransom Center publicity. Please make any necessary corrections to this text. Include your tentative arrival date and UT EID in the spaces provided, and indicate whether you are an international scholar who will require the J-1 visa (see pages 11–14).

Please be as accurate as possible when providing your tentative arrival date; if you are unsure of your arrival date, please provide your best estimate. Please review “Selecting a Residency Period” on page 4 before making any travel arrangements.

Release, Waiver, and Indemnity Agreement
Please complete this waiver. Provide your name as the releasor, the current date, and ask a witness to provide his or her name and signature.
Payee Information Form (PIF)

Please print clearly. Complete section 1 and parts I and IV of this form. In section 1, list your legal name and your permanent home address (for tax purposes, University addresses cannot be accepted; international scholars without a U.S. address should use the Foreign Address line only. If you have a U.S. Social Security Number (SSN) or U.S. Individual Tax Identification Number (ITIN), you must report that number in section 1 as well.

Your check and tax forms will be mailed to the address on your PIF. If you have a U.S. bank account, you may additionally complete the Electronic Funds Transfer Form to arrange for your check to be direct-deposited rather than mailed (see page 2). International scholars who do not have an existing U.S. bank account may pick up their check during their residency, provided that it is ready before their departure (see “Banking” on page 12).

Photocopy of a Government-Issued Photo ID

A photocopy of a valid, government-issued photo ID must accompany your PIF. U.S. citizens may use a driver’s license or passport; international scholars must use a passport. A university ID cannot be accepted. The photocopy must be clear and legible.

SSN/ITIN Disclosure Notice (if applicable)

This form demonstrates your acquaintance with the University’s policies regarding the use of tax numbers. If you have a U.S. SSN or ITIN, report it on your PIF and complete and return this notice.

Electronic Funds Transfer Authorization Form with Voided Check (if applicable)

This form enables the direct deposit of your payment into a U.S. bank account. It must be submitted with a voided check (or copy of a voided check) or other official bank document bearing the bank account and routing numbers. If you do not submit this form, your check will be mailed to the address on your PIF (for U.S. addresses); international scholars who do not have an existing U.S. bank account may pick up their check during their residency, provided that it is ready before their departure (see “Banking” on page 12).

IV. Returning Items and Forms to the Ransom Center

The Ransom Center must receive the items and forms described above by Monday, May 2, 2016. These may be electronically submitted as scanned documents by using the upload tool at hrc.utexas.edu/fellowships/paperwork. Please be sure that the scanned documents bear your autograph signature.

If you are unable to scan and upload your documents, they may alternatively be submitted by fax to 512-471-9646, Attn: Fellowships, using very clear documents as they may be blurred during transmission, or by mail using the following address information:

Harry Ransom Center
Attn: Fellowships
The University of Texas at Austin
P.O. Drawer 7219
Austin, TX 78713-7219
United States

If sending via FedEx, DHL, UPS, or other courier service requiring physical address:

Harry Ransom Center
Attn: Fellowships
The University of Texas at Austin
300 West 21st Street, Mail code F1900
Austin, TX 78712
United States
PREPARING FOR YOUR RESIDENCY

I. Finances

Your fellowship payment is intended to help defray the expenses associated with your trip to the Ransom Center. You may use this payment to self-reimburse for any expenses that you incur during travel at your discretion. You will not need to submit any receipts to the Ransom Center, and all decisions regarding airfare, lodging, and other travel expenses are yours to make according to your own budget.

Due to University policy, your payment will not be processed until after you arrive at the Ransom Center. Payments are typically available approximately five business days after arrival, but may be subject to certain delays described below:

International scholars who do not already have a U.S. Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) and have a J-1 program longer than 30 days must apply for a SSN during their visit and will not receive payment until after the number has been issued; due to the application timeline this will result in a payment delay of approximately three weeks. International scholars should also note that their payments are subject to a 14–30% tax withholding. See pages 11–14 for details.

Fellowship payments to students of The University of Texas at Austin are subject to review by Student Financial Aid Services in order to ensure that the payment does not conflict with the terms of other sources of support received. This may result in a payment delay of approximately one to two weeks.

If you have received a fellowship of two months or longer, you will receive a monthly stipend of $3,000 at the beginning of each month that you are in residence.

You may arrange to have your fellowship payment direct-deposited to a U.S. bank account by submitting the Electronic Funds Transfer form (see page 2). If you do not submit this form, your check will be mailed to the address on your PIF (for U.S. addresses); international scholars who do not have an existing U.S. bank account may pick up their check during their residency, provided that it is ready before their departure (see “Banking” on page 12).

Please note that all payments must be processed by the University's Office of Accounting and are subject to delays over which we have no control. We therefore recommend that all fellows arrive with enough funds for their entire visit. We do all that we can to ensure that fellows are paid in a timely fashion. Nevertheless, having alternate plans for funding your trip will promote a stress-free residency.

Fellowship award income is considered taxable for U.S. citizens. Unless you are a student who paid tuition to The University of Texas at Austin, you will not receive a tax form from the University for your fellowship payment. Nevertheless, you should report the income on your tax return on the same line as wages. It is not subject to self-employment tax, but it is taxable income. Qualified tuition payments may reduce the taxable amount of the fellowship award. Tax information for international scholars is outlined on pages 11–14.

Please note: Filing federal tax forms is the personal responsibility of each individual. These guidelines reflect information made available by the University's International and Accounting offices, and is provided to help you meet your tax filing obligations. Please be aware that we are not tax authorities and that federal and University procedures are subject to change.

Updated 3/2016
II. Selecting a Residency Period

Recipients of 2016–2017 fellowships are responsible for completing their residency between June 1, 2016 and August 31, 2017. Fellowships may not be deferred beyond August 31.

You are expected to be in residence at the Ransom Center for the term associated with your award, and will be appointed to the University as a “University Affiliate” and issued a J-1 visa (for international scholars) for that term: 30 calendar days for one-month fellowships, 60 calendar days for two-month fellowships, 90 calendar days for three-month fellowships, and up to 30 calendar days for travel stipends and dissertation fellowships (there is no minimum length of stay required for travel stipends and dissertation fellowships). You may choose to visit the Center for a longer period of time, but your University appointment, visa, and other fellowship privileges will be valid for the term of your award only.

If you have received a one-month fellowship, travel stipend, or dissertation fellowship, your residency must take place during a single, continuous period. If you have received a fellowship of two or three months, you may divide your residency into separate periods of at least 30 calendar days each. International scholars should note that splitting their residency into multiple visits may result in multiple visa fees, and that a J-1 visa status for more than calendar 30 days may require an application for a SSN and delay in payment (see pages 11–14).

The Ransom Center’s Reading and Viewing Room (RVR) is generally open Monday–Saturday 9 a.m.–5 p.m. In order for our staff to provide you with a full orientation, please plan to begin your residency on a weekday. If you plan to work on Saturdays, please be aware that you may need to request materials in advance, as certain materials may not be available or may need to be pulled on a weekday and put on hold for you.

Please also be aware that the RVR follows the University schedule, and is therefore closed for federal holidays and University holidays, including a closure of approximately one week in late December. Please consult the RVR schedule at hrc.utexas.edu/visit to view confirmed closures. **We cannot make special accommodations for fellows who schedule their residencies to coincide with RVR closures.**

You may also wish to consider the Ransom Center’s exhibition and event calendar when planning your stay. See page 9 for details.

Please note that the summer months are an extremely busy period. If your schedule is flexible, we recommend visiting at another time of the year.

Austin summers are typically hot and humid; winters are typically mild and dry. More information about Austin’s climate and average monthly temperatures can be found at austintexas.org/visit/plan-your-trip/weather.

Once your travel plans are set, and **at least six weeks** in advance of your arrival, email ransomfellowships@utexas.edu with your arrival and departure dates so that your University appointment and office space can be arranged. International scholars should provide these dates **at least two to three months** in advance to allow sufficient time for arranging the J-1 visa (see pages 11–14).

Throughout their residency, fellows are expected to maintain a significant, consistent presence in the RVR to carry out their proposed research. Leaving before the end of your scheduled residency or not maintaining a consistent presence in the RVR may result in disqualification for future Ransom Center fellowships.
III. Housing and Transportation
Fellows are responsible for making all travel and lodging arrangements, incurring associated expenses, and then self-reimbursing with the fellowship payment.

Fellowship recipients will be provided with a list of housing options in Austin. We maintain this list as a courtesy to visitors but do not endorse particular establishments. Please do not delay in making your housing arrangements as many of these establishments receive reservations several months in advance.

The majority of our fellows use the bus system during their visit. For complete information on Austin bus routes (including both city buses and UT Shuttles), visit capmetro.org. Both city buses (local routes) and UT Shuttles cost $1.25 per ride but are free to University Affiliates with a University ID card. Once you have obtained your University ID card on the first day of your residency, simply slide the card through any bus’s card reader to ride for free.

Bringing or renting a car is generally discouraged due to the limited availability of parking spaces on and around campus. During their residency, fellows may purchase a temporary parking permit (“A” permit) for a monthly fee. This permit will allow you to park in certain campus lots on a first-come, first-served basis. A “UT Share Pass” may additionally be purchased for access to certain parking garages. For more information, visit utexas.edu/parking/fs.

For occasional car use, you may wish to consider applying for a car-sharing program such as Zipcar or Car2Go. Both companies make cars available on-demand in various locations city-wide. Zipcar offers a discounted membership to University Affiliates and eight Zipcar vehicles are located on campus. For further details regarding eligibility and pricing, visit zipcar.com/utexas or car2go.com.

Austin also hosts a bike-sharing program. For more information about bike use and availability, visit austin.bcycle.com.

IV. Research Preparations
Research policies and procedures may be found at hrc.utexas.edu/research/info.

Curatorial staff are able to advise you regarding access and availability of particular collections. We strongly encourage fellows to contact the relevant curator before arrival. Contact information may be found at hrc.utexas.edu/contact

You will need to use a personal, web-based research account to request collection materials. Your research account can also be used to track the materials you plan to request or have requested in the past. You may set up your research account in advance of your visit to begin creating requests; these requests should be “saved for later” and submitted once you are in the RVR. To set up or access your research account, visit hrc.utexas.edu/research/account.

My Username is: __________________   Password hint: ________________

Please review the WATCH Copyright File at norman.hrc.utexas.edu/watch for information on copyright and copyright holders. It is the researcher’s responsibility to obtain necessary copyright permissions for the publication of any materials consulted.
ARRIVING AT THE RANSOM CENTER

I. Before You Leave Home
Before you travel to the Ransom Center, please remember to make note of your UT EID (see page 1) and to bring these guidelines for easy reference throughout your residency. If you have a University ID card from a previous visit, please bring it with you to have it re-validated.

If you are an international scholar who requires the J-1 visa, please be sure to carry your form DS-2019 and passport with J-1 visa with you while you travel. When going through U.S. Customs and Border Protection (CBP), have your passport open to your J-1 visa page and present your DS-2019 to ensure that you are assigned the J-1 status (the CBP officer should note “J-1” on the entry stamp in your passport) (see pages 11–14).

II. Getting to the Ransom Center
The Ransom Center is located at 21st and Guadalupe streets, on the southwest corner of The University of Texas at Austin campus, and just north of downtown Austin. The physical address is 300 West 21st Street, Austin, TX 78712. Cab fares from Austin-Bergstrom Airport to campus generally cost around $30. You may also travel from the airport to campus on the #100 Airport Flyer bus for $1.75. For more information on transportation from Austin-Bergstrom International Airport, visit austintexas.gov/department/ground-transportation-0.

For complete information on Austin bus routes (including both city and UT Shuttle buses), visit capmetro.org. Both city buses (local routes) and UT Shuttle buses cost $1.25 per ride but are free to Research Affiliates with a University ID card. Once you have obtained your University ID card on the first day of your residency, simply slide the card through any bus’s card reader to ride for free.

III. Checking In for Your Fellowship
Upon your arrival, you should check in at the Ransom Center’s third floor Administrative Offices to receive a brief orientation and an information packet including area maps and instructions for obtaining your University ID card and establishing University privileges (see pages 7–9). Your check-in must take place during the Administrative Office hours, Monday–Friday 8 a.m.–noon and 1–5 p.m.

International scholars who travel on the J-1 visa must additionally attend a mandatory orientation with the University’s International Office. The orientation should be scheduled in advance at world.utexas.edu/isss/workshops (see pages 11–14).

IV. Becoming a Reading and Viewing Room Patron
To use the Reading and Viewing Room (RVR) you will need to present a photo ID such as a driver’s license or passport. Upon the start of your first visit, you will view a brief orientation video, and, if you will be using manuscript collections, will receive a personal orientation to the use of the specific collection(s). If you have not already created your personal web-based research account (see page 5), you will be asked to do so at this time. Upon each subsequent visit to the RVR you will only be asked to present your photo ID. More information about research policies and procedures may be found at hrc.utexas.edu/research/info.
DURING YOUR RESIDENCY

In addition to the resources available to patrons in the RVR (on the second floor of the building), Ransom Center fellows will have access to a number of resources on the third floor of the building (where administrative and fellowship offices are located). As University Affiliates, fellows will also have certain University privileges. The resources and privileges associated with your fellowship, detailed below, will be extended for the duration of your fellowship residency.

I. Office Space and Storage of Personal Items
Shared office space is provided for each fellow during his or her residency, provided that space is available. At busy times of the year (usually summer months) office space will be assigned on a first-come, first-served basis, with priority given to recipients of three, two, and one month fellowships. Depending on the number of fellows in residence during your stay, you may share an office with up to three other fellowship recipients. Each fellow will have his or her own desk and a key for locking the office. If you would like to secure belongings in your desk drawer, you may bring or purchase a combination lock for your personal use.

The fellowship offices are accessible at any time. If you wish to work in your office outside of business hours (Monday–Friday 8 a.m.–5 p.m.), you will need to sign in at the guard’s desk in the lobby; a guard will then unlock the elevator for your use.

Please note that these offices are located outside of the RVR. Collection materials cannot be taken into these offices as collection material is not permitted outside of the RVR. Likewise, items that enter the RVR are strictly regulated. Your office therefore provides a space to store your personal belongings while you work. Individual lockers located just outside the RVR are also available for storing such items on a day-by-day basis.

A list of items that are and are not permitted in the RVR is available on the Reading and Viewing Room Regulations document, available at hrc.utexas.edu/research/forms. We ask for your support in our efforts to preserve and protect our materials. Please recognize that everyone is subject to the same policies and procedures, and that RVR staff have discretion in determining whether items may be permitted into the RVR.

II. Computers and Wireless Internet
We encourage fellows to bring a laptop for their residency. You are permitted to take your laptop into the RVR when you are working and will have access to the University’s wireless internet. To access the campus wireless internet service, select the utexas network from your computer’s wireless internet options and log in using your UT EID and password.

For those who do not have a laptop, there are six desktop computers in the RVR available for limited use during RVR hours. Please note that these public-access computers are available to all RVR patrons for access to the library catalog, research databases, and email. One additional desktop computer is available on the third floor for use by fellows, which you may access at any time on a first-come, first-served basis. You may use this computer for printing provided that jobs are kept to a reasonable amount.

Please do not plan to use these shared computers as your primary means of work.
III. Phone Calls
A telephone for outgoing calls is available in the hallway outside of the fellowship offices. Long distance calls must be charged to your own calling or credit card, made collect, or made using your own mobile phone. The nearest mobile phone provider to the Ransom Center is the AT&T Store located at 2304 Guadalupe Street.

IV. Photocopies and Digital Photography
A copy machine on the third floor is available to fellows, provided that usage is kept to a reasonable amount. Please do not use this machine for large jobs, as it serves most of the administrative staff. Please also note that this machine cannot be used for collection material, as *collection material is not permitted outside of the RVR*.

Copies of any collection materials for publication must be requested through the RVR staff. These requests are met on a case-by-case basis, depending on the material’s condition and copyrights, and are delivered in digital format. Limited digital photography by patrons is permitted for reference purposes only. More information on digital photography and photoduplication policies and fees may be found at hrc.utexas.edu/research/info.

V. University Library Privileges
During your residency you will have the option to set up borrowing privileges with The University of Texas Libraries. General information about the libraries and the online catalog may be found at lib.utexas.edu. As a University Affiliate, you will be able to check out books and use public workstations at the libraries to access electronic resources (except for those stations restricted to University students, faculty, or staff).

VI. University Gym Membership
As a University Affiliate, you may purchase a temporary membership with the University gym at a special rate. Fellows will be responsible for membership fees. Facility information may be found at utrecsports.org.

VII. Medical Care and University-Provided Health, Counseling, and Mental Health Services
Please be aware that medical insurance is not included with your fellowship. Insurance requirements and options for international scholars on the J-1 visa are outlined on pages 11–14.

If you require medical care during your visit you may consult a private health care practitioner. An urgent care clinic, MedSpring (medspring.com), is located across the street from the Ransom Center and can provide care for a wide range of minor and general concerns. In the event of an emergency, call 911.

If you will require regular care during your stay, you may wish to use the University Health Services (UHS) and Counseling and Mental Health Center. These University-provided services include family/ internal medicine, sports medicine, women's healthcare, immunizations and allergy shots, travel health, dietitian consultations, physical therapy, on-site lab and radiology, and patient education. To access to these services, you will be required to pay a $50 Service Extension Fee. Additional fees will apply for each medical or counseling service received. Detailed information about services, charges, and insurance may be found at healthyhorns.utexas.edu.
VIII. Emergency Preparedness
In case of an emergency, call 911. Up-to-date information about campus alerts and campus-wide closures and openings during emergencies or unfavorable weather situations may be found at the University’s Emergency Information page, emergency.utexas.edu.

IX. Kitchens and Break Rooms
There are three staff kitchen and break rooms on the third floor. You are welcome to use the refrigerators and microwaves in any of these rooms.

X. Participating in the Intellectual Life of the Ransom Center and University
All fellows are invited and encouraged to participate in the intellectual life of the Ransom Center and of the University.

The Center hosts a weekly coffee and tea gathering each Wednesday at 10 a.m. These gatherings are intended to enable visiting researchers to meet each other as well as Ransom Center staff. Fellows are encouraged to attend.

The Center occasionally hosts brown bag lunches for current fellows and members of the University community. At these lunches, fellows are asked to present a brief description of their work at the Ransom Center. These lunches are arranged three to four times per year, with dates to be announced by invitation prior to the event.

In addition, the Center hosts several events throughout each semester for Ransom Center members and the public. For the current schedule, visit hrc.utexas.edu/events. Please note that these events have limited capacity and may require membership with the Ransom Center and/or an RSVP.

Ransom Center fellows may become members of the Ransom Center at a special rate of $35. This year-long membership may be purchased at any point during the year of your award and includes the privileges of an Individual-level membership (see hrc.utexas.edu/membership). To purchase a fellowship membership, join online at budurl.com/fellowmembership or call 512-232-3669.

A university-wide event calendar is available at calendar.utexas.edu. Individual academic units at the University may post information about their programs and events on their own websites. A directory of academic units may be found at utexas.edu/academics/colleges-schools. We will be happy to facilitate introductions to academic units at the University at your request.

Fellows are also invited to connect with one another by joining the Ransom Center’s Facebook group for past and present fellows at facebook.com/groups/ransomcenterfellows. This group is intended to serve as an informal venue for conversation about your research, visiting Austin, other fellowship-related topics.
AT THE END OF YOUR RESIDENCY

I. Returning your Office Key
Before your departure, you **must return your fellowship office key** to the receptionist at the front desk of the third floor Administrative Offices. Please remove all of your belongings and any trash from your office. Trash cans that need to be emptied should be placed in the hallway outside of your office; trash cans that have already been emptied should be returned to your office. We will assume that anything you leave behind is unwanted and it will be discarded or recycled.

II. Notifying RVR Staff
Let the RVR staff know that your residency is ending and that they can re-shelve any materials they have been holding for you. Make sure that any duplication requests are clear and complete.

III. Submitting your Research Report
We ask that all fellows provide a **two-page summary report** on the progress of their research during the fellowship. These reports allow us to determine the efficacy of the fellows program and are vital for evaluating collection use. Your report should discuss the collection materials that you consulted during your visit, findings, and your plans for publishing or presenting your research, and should be sent as an email attachment to ransomfellowships@utexas.edu within **one month** of concluding the residency. Please be aware that reports will be shared with the Director of the Center and relevant staff members, and may also be shared with existing and potential donors.

IV. Acknowledging Ransom Center Materials and Fellowships
You must secure the necessary permissions to quote or reproduce any material consulted during your fellowship. Please also note that the Ransom Center requires for its collections a complete copy of any publication (in any medium) that makes use of its materials. Forms and instructions can be found at [hrc.utexas.edu/research/forms](http://hrc.utexas.edu/research/forms). Questions about the use of Ransom Center materials in published works should be directed to Rick Watson, Head of Reference Services, at watsonrb@austin.utexas.edu.

Please acknowledge your fellowship in any publications resulting from the research you conduct at the Ransom Center. You may phrase the acknowledgment however you wish, but please refer to both the Harry Ransom Center and the sponsor of your particular fellowship. For example, “The Andrew W. Mellon Foundation Research Fellowship from the Harry Ransom Center provided support for my research” or “A Harry Ransom Center fellowship sponsored by the Fleur Cowles Endowment supported my research.”

V. Compliance and Conduct
Throughout their residency, fellows are expected to maintain a consistent presence in the RVR to carry out their proposed research. Like all other patrons of the Reading and Viewing Room, fellows must follow the guidelines for using and publishing materials in the Ransom Center collections (see [hrc.utexas.edu/research/info](http://hrc.utexas.edu/research/info)). Failure to comply with the fellowship or research guidelines may result in disqualification for future Ransom Center fellowships.
INFORMATION FOR INTERNATIONAL SCHOLARS

You are considered an international scholar if you are not a citizen or resident of the U.S. and do not hold a valid U.S. passport. International scholars should indicate their status as such on the Fellowship Acceptance Letter and carefully read the following pages.

All international scholars are responsible for ensuring that they have the proper paperwork to study in the U.S. and paying associated fees. International scholars who do not already have a U.S. Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) and have a J-1 program of more than 30 days must apply for a SSN during their visit and will not receive payment until the number has been issued; due to the application timeline this will result in a payment delay of approximately three weeks. All fellowship payments made to international scholars are subject to a 14–30% tax withholding, and will be issued in U.S. dollars (USD). Refunds on the tax withholding may be possible by filing a U.S. federal income tax return.

I. Selecting a Residency Period and Applying for the J-1 Visa

The J-1 is the most appropriate visa status for fellows, in accordance with The University of Texas and federal policies. The J-1 is a nonimmigrant status designated for exchange visitors such as professors and scholars who are participating in a temporary program. For more information about the J-1 status, visit world.utexas.edu/isss/scholars/j1 (see the “Pre-Arrival Guide”) or travel.state.gov/content/visas/en/study-exchange/exchange.html.

Please submit the required fellowship paperwork described on pages 1–2 (due to the Ransom Center by May 2, 2016) and report your fellowship residency dates to ransomfellowships@utexas.edu at least six to eight weeks in advance of your visit to allow sufficient time to establish your J-1 status and obtain your J-1 visa.

Please note that more time may be needed in order for you to secure your J-1 visa. U.S. Consulate fees, appointment procedures, and processing times vary. Contact your nearest consulate as soon as possible to determine any special procedures or deadlines. To locate your nearest consulate, visit usembassy.gov.

Your J-1 status will be assigned for the dates of your fellowship residency. Please review the information on pages 3–4 when planning the dates of your residency. Recipients of two- and three-month fellowships should keep in mind that anyone who has J-1 program that is longer than 30 days must have a U.S. SSN or ITIN in order to receive payment from the University; this may require you to apply for a SSN during your visit and result in a payment delay of approximately three weeks (see “Applying for a U.S. Tax Number” on page 13).

If you choose to split your residency into multiple visits (each of 30 days in length), you will be responsible for the visa paperwork and fees associated with each.

Because J-1 visa holders are permitted to enter or depart the U.S. up to 30 days before or after their official program dates, it is possible to spend time in the U.S. before and after your fellowship residency.

If you will be participating in a J-1 program with another institution immediately before or after your residency at the Ransom Center, please inform us as soon as possible so that your visa arrangements can be coordinated appropriately.
Once we have received your fellowship paperwork and your arrival and departure dates, we will request your J-1 status through the University’s International Office. You will then receive an email from the International Office (scholars@austin.utexas.edu) instructing you to submit an online form confirming your personal details. Once this form has been completed and processed, your DS-2019 and a “Pre-Arrival Guide” (also available at world.utexas.edu/isss/scholars/j1) will be express-mailed to you, enabling you to schedule your visa application appointment with your nearest U.S. Consulate or Embassy. You will also need to pay the $180 SEVIS (SEVP I-901) fee, following the instructions in the “Pre-Arrival Guide;” the receipt must be presented during your visa application appointment.

Canadians are not required to obtain a visa from the U.S. Consulate, but must present their DS-2019, SEVIS fee receipt, and passport at the port of entry to be admitted in the J-1 status.

Should your arrival or departure plans change beyond this point, you must inform the Ransom Center so that your DS-2019 and other visa-related documentation can be updated accordingly.

Please be sure to carry your form DS-2019 and passport with J-1 visa with you while you travel. When going through U.S. Customs and Border Protection (CBP), have your passport open to your J-1 visa page and present your DS-2019 to ensure that you are assigned the J-1 status (the CBP officer should note “J-1” on the entry stamp in your passport). After entering the U.S., you should print your I-94 record, available from https://i94.cbp.dhs.gov/I94/consent.html, to confirm your entry status. You may print your I-94 record at the Ransom Center if needed.

II. Banking
The University Federal Credit Union (UFCU), a full-service bank located across the street from the Ransom Center, can assist you in opening a checking account in advance of your visit, regardless of whether you have a U.S. SSN or ITIN. If you open an account with UFCU or any other U.S. bank in advance of your visit, you may arrange to have your payment direct-deposited into the account by submitting the Electronic Funds Transfer form with a voided check (see page 2).

If you do not have and do not choose to open a U.S. bank account, and if your check is available before you depart, you may pick it up in person during your visit. If you would like to cash your check, you may do so at the Frost Bank located at 401 Congress Avenue. Bank staff can also assist you with arranging a wire-transfer. Fees may apply.

III. Insurance
Please be aware that all J-1 visa holders must meet medical insurance requirements and will be asked to present proof of their coverage during their orientation with the University’s International Office (see page 13 for details). If you do not have sufficient coverage, you will be required to purchase the University’s health insurance plan. For further details, visit world.utexas.edu/isss/insurance/vs-overview.
IV. Scheduling an Orientation with the International Office

All J-1 scholars must attend a mandatory orientation with the University’s International Office upon their arrival in Austin. During this orientation, an advisor will validate your J-1 status and verify your insurance coverage. The orientation will also provide information concerning visa regulations, taxes, banking, and SSN/ITIN applications. These orientations normally last one hour. Please schedule your orientation in advance of your arrival at world.utexas.edu/isss/workshops and select the earliest appointment available.

V. Applying for a U.S. Tax Number

J-1 visa holders are generally eligible for a U.S. Social Security Number (SSN). If your J-1 program is longer than 30 days and you do not already have a U.S. SSN or ITIN (Individual Taxpayer Identification Number, for those ineligible for a SSN), you must apply for a SSN during your visit and will not receive payment until after the number has been issued. Due to the application timeline this may result in a payment delay of approximately three weeks: you will be eligible to apply for a SSN after you have been in the U.S. for at least ten days, the SSN is typically issued within the week following your application, and your fellowship payment will be available within five business days of the SSN being received. Please note that all payments must be processed by the University’s Office of Accounting and are subject to delays over which we have no control. We therefore recommend that all fellows arrive with enough funds for their entire visit.

A tax number is also required for U.S. tax form 1040NR or 1040NR-EZ, which should be filed by any individual whose U.S. income (including this fellowship payment and any other payments from U.S. sources) in a given year is greater than the “personal exemption” set by the U.S. government ($4,000 for 2015) (see page 14 for details).

To apply for the SSN, you must visit the Social Security Administration Office no less than 10 days after entering the U.S. and 3 days after attending your orientation with the University’s International Office, and no less than 15 days before your J-1 program ends. The Social Security Administration Office is located five miles from the Ransom Center; you will be provided with detailed instructions for your application, including relevant bus route information, during your visit.

If your J-1 program is less than or equal to 30 days and you do not already have a U.S. SSN or ITIN, you may still choose to apply for either number in order to file U.S. tax form 1040NR/1040NR-EZ to claim a refund on your tax withholding (see page 14 for details). If you are visiting for less than 25 days, you are generally ineligible for an SSN due to the application requirements and timeline and should apply for the ITIN.

To apply for the ITIN, you should attend an ITIN application appointment with the University’s International Office during your visit. Please schedule this appointment at world.utexas.edu/isss/ssn in advance of your visit due to the limited appointment times available.

To apply for the SSN, you must visit the Social Security Administration Office no less than 10 days after entering the U.S. and 3 days after attending your orientation with the International Office, and no less than 15 days before your J-1 program ends. The Social Security Administration Office is located five miles from the Ransom Center; you will be provided with detailed instructions for your application, including relevant bus route information, during your visit.
VI. Taxes

International scholars receiving payment from the University are subject to a 14–30% nonresident tax withholding. The withholding will be 14% if you hold an appropriate visa status for fellowship payments (J-1 or F-1); otherwise, the withholding will be 30%.

All international fellowship recipients should file U.S. tax forms during the spring of the year following their payment. It is possible to recoup some portion of the 14–30% tax withholding through this process.

Form 8843 should be filed to report your presence in the U.S., regardless of the amount of your U.S. income or tax withholding.

Form 1040NR/1040NR-EZ should be filed by any individual whose U.S. income (including this fellowship payment and any other payments from U.S. sources) in a given year is greater than the “personal exemption” set by the U.S. government ($3,950 for 2014). You are not required to file this form if your total U.S. income is less than the personal exemption amount, but may wish to do so to claim a refund on any taxes that were withheld from your payment(s). The chart below shows the amount of tax that is typically refundable by filing form 1040NR/1040NR-EZ. Please note that you must have a U.S. SSN or ITIN to complete this form (see page 13), and it must be filed along with form 1042-S, to be provided by the University.

These forms should be filed by April 15 of the spring following the year that your payment was received. If your residency crosses over two calendar years and you receive payment in each, you will need to file forms for each of those years. You will receive a reminder of the tax return process in January of the year following your payment. You will receive the form 1042-S from the University by mail by March 15 of the same year. For guidance related to your tax return, you may visit our International Office’s tax website, world.utexas.edu/isss/tax, where you will be able to access GLACIER Tax Prep, a system designed to guide nonresidents through the tax return process. Please note that it is not necessary to use GLACIER Tax Prep. You may work with a tax preparer or complete your tax return yourself by downloading the aforementioned forms and instructions for their completion at irs.gov.

Please note: Filing federal tax forms is the personal responsibility of each individual. These guidelines reflect information made available by the University’s International and Accounting offices, and is provided to help you meet your tax filing obligations. Please be aware that we are not tax authorities and that federal and University procedures are subject to change.

<table>
<thead>
<tr>
<th>Total U.S. Income</th>
<th>14% tax withheld from initial payment</th>
<th>Amount Refundable by filing U.S. Tax Form 1040NR/1040NR-EZ</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,700</td>
<td>$238</td>
<td>$238</td>
</tr>
<tr>
<td>$3,000</td>
<td>$420</td>
<td>$420</td>
</tr>
<tr>
<td>$6,000</td>
<td>$840</td>
<td>$639</td>
</tr>
</tbody>
</table>

*This chart assumes that the fellowship award is the only U.S. income received throughout the year and takes into account the $4,000 personal exemption that was allowed in 2015. The personal exemption may vary from year to year. Any U.S. income in excess of the personal exemption is liable for tax.*
HARRY RANSOM CENTER

The Ransom Center is located at 21st and Guadalupe streets, on the far southwest end of The University of Texas at Austin campus and just north of downtown Austin.

Mailing address:
Harry Ransom Center
The University of Texas at Austin
P.O. Drawer 7219
Austin, TX 78713-7219

Shipping (physical) address:
Harry Ransom Center
The University of Texas at Austin
300 West 21st Street
Austin, TX 78712

Reading and Viewing Room (RVR) Hours:
9 a.m.–5 p.m. Monday–Saturday
RVR closures listed at hrc.utexas.edu/visit

Administrative Office Hours:
8 a.m.–noon; 1–5 p.m. Monday–Friday

THE UNIVERSITY OF TEXAS AT AUSTIN

ID Center, Flawn Academic Center (FAC)
512-475-9400; utexas.edu/its/fac
8:30 a.m.–5 p.m. Monday–Friday

Perry-Castañeda (Main) Library (PCL)
Speedway at 21st Street
512-495-4350; lib.utexas.edu

Gregory Gymnasium (GRE)
Speedway at 21st Street
512-471-1155 or 512-471-6370 (membership);
utrecsports.org
Administrative Office Hours:
8 a.m.–5 p.m. Monday–Friday, 8 a.m.–6 p.m. Wed.

International Student & Scholar Services
2400 Nueces Street, 512-471-2477;
world.utexas.edu/isss/contact

OTHER

University Federal Credit Union (UFCU)
2244 Guadalupe Street, Austin, TX 78705
512-467-8080; ufcu.org
8:30 a.m.–6 p.m. Monday–Friday

Frost Bank–Frost Tower Financial Center
401 Congress Avenue, Austin, TX 78701
512-473-4343; frostbank.com

Taxis
American Yellow Cab: 512-452-9999
Austin Cab: 512-478-2222

Capital Metro Transit
512-389-7400; capmetro.org

Emergencies: 911 (no area code required)