

Smithsonian Astrophysical Observatory
Sponsor Data Sheet for Non-Immigrant Visa Status (J-1, H-1b, O-1, TN)
*To be completed by the sponsoring SAO Division/Department pertaining a
prospective foreign employee, visitor, or student for whom a non-immigrant visa status needs to be obtained*

Please type or print clearly.

NAME OF PROSPECTIVE FOREIGN EMPLOYEE/VISITOR/STUDENT

Full name: _____
Family/last *First/given* *Middle*

SPONSOR INFORMATION

Name of sponsoring staff member _____ Division/Department _____

Contact person in Division/Department for additional information:

Name _____ Telephone _____ MS _____

Fund number for charging express delivery costs _____

(All visa-related documents will be sent to the individual, USCIS, USIA, and/or the attorney handling the case via express delivery service, e.g., FedEx, and charged to the sponsoring division or department.)

APPOINTMENT INFORMATION - Please complete either A or B

A. Employment in an SAO position: Position Title _____

Supervisor _____

Job Posting # , if applicable _____

Requested start date _____

Term of appointment _____

B. Non-Employment appointments – Please attach copy of appointment or invitation letter

Postdoctoral appointment

Predoctoral appointment

Visiting Scientist

Visiting Student - What level of education is the student pursuing? _____

Is the purpose of the visit related to the student's curriculum/degree pursuit? Yes ___ No ___

If yes, how is it related? _____

Other - Explain _____

Describe briefly the purpose and proposed duties of this appointment:

Dates of appointment: From _____ To _____
(month/day/year) *(month/day/year)*

Is it possible that the Division/Department will renew or extend the appointment? Yes ___ No ___

If yes, please explain briefly the conditions that will determine renewal or extension:

FINANCIAL SUPPORT FROM ALL SOURCES

Financial support information must be furnished even when it is not provided by SAO, since it is the sole basis for determining whether or not the support will be adequate to maintain a minimum decent standard of living for the appointee/visitor and his/her dependents. The funding information provided here will appear on a visa certificate and will be a determining factor in whether a visa is actually issued. It is therefore important that this information be accurate. SAO may be held liable for statements made about SAO stipends and salaries. If the individual will be supported predominantly by personal funds, the Human Resources Department may require a bank statement or other documentation confirming the availability of these funds. *All amounts from all sources must be furnished in U.S. dollars.*

Sources of Financial Support

- () SAO Salary
 - () SAO Stipend/Trust Fund Amount \$ _____
 - () SAO Stipend/Federal Amount \$ _____
 - () Visitor/Student Personal funds Amount \$ _____
- | | <u>Name of Organization/Government Agency</u> | <u>Amount</u> |
|----------------------------------|---|---------------|
| () Other U.S. government agency | _____ | \$ _____ |
| () Foreign visitor's government | _____ | \$ _____ |
| () Other (specify) _____ | _____ | \$ _____ |
| _____ | _____ | \$ _____ |

ATTACH THE FOLLOWING DOCUMENTS

- Completed *Temporary Work Permitting Visa Status Data Sheet* or *Visitor/Student Visa Status Data Sheet*, whichever is applicable to this appointment. Please include all attachments submitted by the individual with his/her data sheet. If this request is for an extension of a current SAO sponsored visa status, and the individual is currently at SAO, submit only the *Visa Status Sponsor Data Sheet* at this time.
- Copy of the appointment or invitation letter if this request is for a non-employment-related appointment, whether for a new appointment or an extension.

AUTHORIZING SIGNATURE

Signature of Associate Director/Department Manager or Designee

Date