

How to Apply for Visiting Research Scholar Appointment Department of Central Eurasian Studies (CEUS)

Updated July 2019

Requirements to consider an application for appointment as a Research Scholar (6 months or more) or Short-term Research Scholar (cannot exceed 6 months):

1. Visiting Scholars are faculty, doctoral students, post-graduate researchers or independent researchers from outside Indiana University (IU) who have identified IU resources critical to their research project.
2. The research topic must be within the CEUS study area.
 - If your research topic is not within the CEUS study area and within our faculty areas of expertise, apply for appointment through another IU department.
3. You must find a tenured or tenure-track CEUS professor, preferably with similar research interests, willing to serve as your IU faculty sponsor. The faculty sponsor will:
 - Coordinate receipt of your application materials
 - seek department approval to invite you as a visiting research scholar
 - prepare your letter of invitation
 - assist you with access to research resources and acclimation to our community
 - meet with you regularly to discuss your research progress.

A list of CEUS faculty and their contact info and research areas can be viewed at <http://www.iub.edu/~ceus/about/people/faculty.shtml>.

4. Application must be submitted at minimum three months but preferably six to eight months in advance. To apply:
 - a. Send a letter or email to the professor to ask him/her to serve as your faculty sponsor and attach to the email the following documents
 - 1) your curriculum vita
 - 2) brief description of the research project
 - 3) description of the IU resources you have identified which make an IU visiting research scholar appointment necessary to your research project
 - 4) description of the expected end product from the research (publication in a targeted journal or press, doctoral dissertation, new course development, etc.)
 - 5) proposed start date and end date for the visit to IU

Department will assist the sponsoring professor with the visiting scholar process but the professor must serve as the point of contact for all correspondence from the scholar and is responsible for gathering information the Department needs for review.

5. Once your application is complete your faculty sponsor will forward to the Department for review. If accepted additional documents may be requested.

GENERAL INFORMATION

Visiting scholars receive academic status that permits a university identity card, full access to the library, an IU e-mail account and, for a fee, access to campus photocopy facilities, recreational facilities, etc. The IU e-mail username and password gives the visiting scholar access to the internet at computer locations across campus and to IU wireless service.

The appointment does not provide compensation or other financial assistance from IU unless specified by an existing exchange agreement.

Our department cannot provide a work space, computer, or telephone. After arrival on campus, scholars can request a "study carrel" which is an assigned table at the IU Library to have a place to leave library books the scholar wants to reserve but doesn't want to take home each day.

The primary activity of visiting scholars is research, not class attendance. Visiting scholars can make valuable contributions to IU classes, but should not register for academic credit. The faculty sponsor can assist the scholar to contact teaching faculty to ask if it's possible to sit in on a class without registering.

International scholars on US visas can bring family members to the US as dependents if they comply with US government criteria regarding finances and medical insurance. J-2 dependents are usually eligible to work in the US. The IU Office of International Services can assist with the initial J-2 employment authorization application process that takes about three months. Renewals also take about three months. IU does not assist J-2 dependent job searches. J-1 visa scholars themselves are not eligible for employment in the US unless they can prove the work is directly related to their research. (IU International Services will help make that determination.) CEUS J-1 visiting scholars come here to do research, not to work.

The US Government requires visa visitors and any accompanying dependents to have health insurance for the duration of their program. Insurance can be purchased before arrival in the United States from your home country, or you can purchase insurance from the Office of International Services upon arrival in the United States. Costs vary depending on many factors. Learn about minimum coverages levels, the IU health insurance plan, and more at <https://ois.iu.edu/living-working/health/insurance/scholars.html>.

US law requires visa applicants to pay a fee to the US government before a visa can be issued by the US Embassy or Consulate. See Student and Exchange Visitor Program (SEVIS), <http://www.ice.gov/sevis>. IU Office of International Services will send instructions with the approved DS-2019 form and will send by email the DS-2019 form SEVIS ID number and IU Exchange Visitor Program number needed to pay the fee. The scholar must take a receipt showing payment of the fee when they go to the US Embassy or Consulate for their personal interview. A receipt can be printed if payment is made via the internet.

IU departments do not arrange housing for visiting scholars. It is necessary for each scholar to make his or her own living arrangements. Indiana University offers a variety of housing options on campus. See housing application and costs at the website of IU Division of Residential Programs and Services, <http://www.rps.indiana.edu/housing/index.html>. Prices are provided for full semesters. If an apartment is available earlier than the start of semester you will pay a daily rate for the extra days. Visitors, faculty and staff pay 10% more than the student rates.

On-campus housing is not always the most affordable option but does have the advantage of reservation in advance and includes utilities and internet and television cable service. Local telephone service is also included, but visitors must provide their own telephone. Residence halls (dormitories instead of apartments) require purchase of a meal plan. Mandatory meal plans tend to be expensive; ask for prices before applying.

There are a few on-campus VIP apartments that are completely outfitted with furniture, linens and kitchen utensils. Other on-campus apartments are unfurnished (completely empty except for stove, refrigerator and window coverings).

Many short-term visiting scholars prefer off-campus housing and find apartments or boarding rooms after arrival in Bloomington. Off-campus apartment hunting may be difficult at certain times of the year. Immediate housing is most readily available in May and in August. Most property owners expect a one year lease (an agreement to occupy and pay monthly rent for 12 months). There are fewer options for scholars who stay less than twelve months, but housing is available.

For hotel information, see www.visitbloomington.com. It may be difficult to reserve a hotel room at certain times of the year.

Some questions may be answered through the Search feature at the Indiana University website, www.iub.edu. See also <https://ois.iu.edu>, under Living in the US.

It is best to make advance arrangements for transportation from the Indianapolis Airport to Bloomington, but it is possible to buy a ticket at the airport Ground Transportation Center (will require credit card or debit card instead of cash). See https://www.goexpresstravel.com/airport_shuttle_schedule.