

*University of Pittsburgh*  
*School of Law*

Visiting Scholar Program





## **GREETINGS!**

Thank you for your interest in being a Visiting Scholar at the University of Pittsburgh School of Law (Pitt Law).

The Center for International Legal Education (CILE) and the Office of International Services (OIS) have prepared this application packet to facilitate the selection of candidates for the Visiting Scholar Program and to allow for preparation and issuance of the required visa documents to enable international scholars to visit at Pitt Law.

In order to ensure the process goes smoothly and is completed within a timely manner, it is extremely important that you read the materials in this packet very carefully and follow the instructions. This will avoid delays in the processing of your application and visa documents if you are admitted to the program.

If you have any questions or need additional information, please visit <http://www.law.pitt.edu/cile> or <http://www.ois.pitt.edu>.

### **The Process for Issuing Visa Documents for International Scholars**

1. You must submit all application materials directly to the Center for International Legal Education.
2. The amount of time that it takes for a submitted application to be reviewed and an admission decision made ranges anywhere from several weeks to several months. Admission decisions are made by CILE, not the Office of International Services.
3. Once an admission decision is made, and upon receipt of the \$150 visa processing fee and a copy of an admission letter from CILE, your financial support information will be reviewed in the Office of International Services. The \$150 visa processing fee is implemented by the Office of International Services, however the non-refundable payment attention of CILE. The check or money order in U.S. Dollars should be made payable to the "University of Pittsburgh."
4. If the financial support information submitted is acceptable, a visa document is then prepared and sent to you.





**Application Information**

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Have you previously applied to the Pitt Law Visiting Scholars Program?  Yes  No

If yes, please indicate the date of the previous application (mm/yyyy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Have you previously applied to an academic program at Pitt Law?  Yes  No

If yes, please indicate which program: \_\_\_\_\_

Has a member of the Pitt Law Faculty indicated a willingness to consult with you during your visit?

Yes  No

If yes, please provide the faculty member's name: \_\_\_\_\_

Is English your native language:  Yes  No

If no, please indicate your TOEFL score:

\_\_\_\_\_  Paper Based    \_\_\_\_\_  IBT    \_\_\_\_\_  Computer based

Anticipated Date of Visit (mm/dd/yyyy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Please provide the names and positions (professor, employer, etc) of the individuals supplying your letters of reference or recommendation:

Referee 1: \_\_\_\_\_

Position: \_\_\_\_\_

Referee 2: \_\_\_\_\_

Position: \_\_\_\_\_

## Immigration Information

If you are currently INSIDE the United States, please complete the following:

Current Visa Classification: \_\_\_\_\_ Current Sponsor/School: \_\_\_\_\_

Date of Initial Entry into United States (mm/dd/yyyy): \_\_\_ / \_\_\_ / \_\_\_\_\_

I-94 Admission Number \_\_\_\_\_ I-94 Expiration Date: \_\_\_ / \_\_\_ / \_\_\_ (If D/S, check here: )

(NOTE: You must attach supporting documentation verifying current visa classification, e.g., Form I-20, Form DS-2019, Form I-797, etc.)

If you are currently OUTSIDE the United States, please complete the following:

City/Country where you will apply for the required visa: \_\_\_\_\_

## Dependent Information

For each dependent who will accompany you to the U.S., please provide the following information. Use an additional sheet if necessary. Please note that a dependent is defined as your spouse and/or any unmarried children under 21 years of age.

#1 - Gender:  Male  Female Relationship: \_\_\_\_\_

Family Name: \_\_\_\_\_ Given Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Date of Birth (mm/dd/yyyy) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ City & Country of Birth: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_ Country of Residence: \_\_\_\_\_

#2 - Gender:  Male  Female Relationship: \_\_\_\_\_

Family Name: \_\_\_\_\_ Given Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Date of Birth (mm/dd/yyyy) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ City & Country of Birth: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_ Country of Residence: \_\_\_\_\_

**“The statements and information provided on this application are true and accurate to the best of my knowledge.”**

Signature \_\_\_\_\_

Date \_\_\_\_\_



# Certification of Financial Responsibility

*Please review the following instructions before completing and signing this form.*

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1. Review the cost estimates below.
  2. Complete the certification indicating the amount of support that will be provided from each source.
  3. All proof of financial support must be submitted in English.
  4. All proof of financial support must be stated in U.S. dollars and clearly state the date that the documentation was written or printed.
  5. All proof of financial support must be an original document.
  6. All financial resources must be in liquid assets. Stocks, bonds, or other investments with cash value may be accepted if evidenced by a portfolio on the managing firm’s letterhead. Please note that retirement accounts cannot be used as a source of financial support unless the sponsor can provide evidence that he/she is, in fact, retired and able to access those funds without penalty for early withdrawal. Real estate or other non-liquid asset such as automobiles, jewelry, or other personal property cannot be used as a source of financial support under any circumstances.
  7. Please be aware that evidence of financial support must also be shown to the U.S. Embassy or Consulate when applying for a visa. Therefore, you will need to have two sets of financial support documents—one to submit to the University of Pittsburgh and one for the U.S. Embassy or Consulate.
  8. More than one sponsor may be used. This form may be copied for use by more than one sponsor.
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## ESTIMATED COSTS/PER YEAR

|   | <u>12 Months</u>   |
|---|--|
| Visiting Scholar CILE Administration Fee: | \$1,200.00 (non-refundable administration fee may be pro-rated at \$100/month - Administration fee will be due in full upon arrival) |
| Living Expenses*:                         | \$17,112.00  |
| <b>Total:</b>                             | <b>\$18,312.00</b>   |

\* Living expense estimates include the following:

|                |  |
|----------------|--|
| Rent:          | \$700.00/month   |
| Utilities:     | \$200.00/month   |
| Food:          | \$300.00/month   |
| Miscellaneous: | \$100.00/month (clothing, laundry, dry cleaning, etc.) |
| Insurance:     | \$1,400.00/year  |

*Please note that these are estimates of the minimum living expenses, based upon US poverty guidelines from the US Department of Health & Human Services. You must be able to demonstrate that you have sufficient funds to support your period of stay in the US in order for the Office of International Services to issue you the SEVIS Form DS-2019. Please note that the cost estimates are subject to change without notice.*

The following are NOT included in the above estimates: Initial settling cost (rental deposit, etc.) - \$1,500.00; Dependents – for each dependent, add an additional \$4,350.00 per year per dependent.



# Certification of Financial Responsibility

Scholar's Name \_\_\_\_\_  
*Family Name* *Given Name* *Middle Name*

Department/School \_\_\_\_\_

Sponsor's Name \_\_\_\_\_  
*Family Name* *Given Name* *Middle Name*

Sponsor's Address (Number and Street): \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ / \_\_\_\_\_ E-Mail: \_\_\_\_\_

Relationship of Sponsor to Student: \_\_\_\_\_

## Certification of Financial Responsibility

I/we hereby certify that I/we will provide financial support for \_\_\_\_\_ to  
engage in a program of study at the University of Pittsburgh. I/we will provide funds from the following sources:

- |   |           |
|---|-----------|
|   | 12 Months |
| 1. Provided each year from annual salary/income.              |           |
| Total annual salary in \$US _____                             | _____     |
| Attach documentation or verification of annual salary/income. |           |
| 2. Provided from bank account with a total                    |           |
| in \$US _____.  | _____     |
| Attach an Official Bank Statement.                            |           |
| 3. Provided from other sources.                               | _____     |
| Identify source(s) and attach documentation.                  |           |
| 4. Total Available from All Sources:                          | _____     |

\_\_\_\_\_  
Signature of Sponsor

\_\_\_\_\_  
Date Signed



## Visiting Scholar Program documents checklist

The following materials should be included with this application form to ensure you have submitted a complete application.

- Completed Application Form
- 2 Letters of Reference / Recommendation
- Current CV / Resume
- 500 word (2 page) detailed summary of proposed research
- Copy of current TOEFL score
- Documentation of Funding
- Copy of current passport and, if applicable, documentation of US Visa
- Copy of current passport for accompanying dependents and, if applicable, documentation of US Visas
- Be prepared to pay the fees (Visa processing & CILE Administration fee) for the program once admission is determined

Submit completed applications to:

Center for International Legal Education  
University of Pittsburgh School of Law  
3900 Forbes Avenue  
Pittsburgh, PA 15260  
USA  
[cile@pitt.edu](mailto:cile@pitt.edu)