



Department B-1 / WB Visa Request

This form is to request a B-1 / WB (tourist) visa and must be completed by the Department Contact.

RUSH DEPARTMENT INFORMATION

Department Name:

B-1/WB VISITOR INFORMATION

Surname (Last):

First Name(s):

Home institution:

Country of Citizenship:

Email Address:

COMPLIANCE REQUIREMENTS

In compliance with federal regulations governing the B-1/WB visitor, you are certifying that all information in this submitted request is true and accurate. Your signature below indicates that you agree to the following:

The Visitor

is limited to a stay of six (6) months or less without extension for the purpose of consultation and/or observation – ***not*** research.

cannot displace U.S. workers and will not have a research appointment through Rush University or Rush University Medical Center

cannot participate in or volunteer services/expertise toward any exercise essential to departmental operations.

must be in the presence of a supervisor when observing the use of laboratory equipment.

may not be involved in any patient contact or interact with any research subjects, either directly or indirectly.

cannot be paid for services, but may be reimbursed for travel expenses.

cannot intend to obtain employment within the U.S., including a change of including a change of status to J-1 or H-1B including a change of status to J-1 or H-1B.

must have an institutional affiliation in his or her home country or country of residence.

must have adequate finances to support himself/herself for the duration of stay.

The Department

must report any changes/violations related to this visitor’s stay to Annie Bretzer and Volunteer Services

DEPARTMENT SIGNATURES

Department Contact: Signature: _____ Date: _____
Supervisor Name: Signature: _____ Date: _____

REQUIRED DOCUMENTS FOR ALL REQUESTS

- Volunteer Checklist
- Completed Letter of Introduction
- Job Description
- Passport biographic page
- Visa page OR Electronic System for Travel Authorization (ESTA) Confirmation
- Most recent Form I-94 (obtained from www.cbp.gov/I94)

SUBMISSION INSTRUCTIONS

Complete requests should be emailed as ***one*** PDF to Annie Bretzer at ann_bretzer@rush.edu.
The Visitor will not be able to start volunteering until they have been cleared by Annie Bretzer.