



HARRY RANSOM CENTER

THE UNIVERSITY OF TEXAS AT AUSTIN

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 www.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.

Please save this guide so that it can be used as a resource during your residency.

If you have any questions or concerns that are not addressed here, please contact Bridget Gayle at 512-232-3214 or brigayle@mail.utexas.edu.

TABLE OF CONTENTS

ACCEPTING THE AWARD	1
Fellowship Guidelines	
Your UT EID	
Required and Optional Forms	
Returning Forms to the Ransom Center	
PREPARING FOR YOUR RESIDENCY	3
Finances	
Selecting a Residency Period	
Housing and Transportation	
Research Preparations	
ARRIVING AT THE RANSOM CENTER	6
Before You Leave Home	
Getting to the Ransom Center	
Checking In for Your Fellowship	
Becoming a Reading and Viewing Rooms Patron	
DURING YOUR RESIDENCY.....	7
Office Space and Storage of Personal Items	
Computers and Wireless Internet	
Photocopies	
Mailing Privileges	
Making and Receiving Phone Calls	
Kitchens and Break Rooms	
University Library Privileges	
University Gym Memberships	
University Health Services	
Participating in the Intellectual Life of the Center and University	
AT THE END OF YOUR RESIDENCY	10
Returning your Office Key	
Notifying RVR Staff	
Submitting your Research Report	
Acknowledging Ransom Center Materials and Fellowships	
Compliance and Conduct	
INFORMATION FOR INTERNATIONAL SCHOLARS	11
Selecting a Residency Period	
Applying for the J-1 Visa	
Scheduling an Orientation with the International Office	
Banking	
Taxes	
CONTACT AND GENERAL INFORMATION.....	13

ACCEPTING THE AWARD

Fellowship recipients will receive notification by mail. In order to accept a 2012–2013 fellowship, the Ransom Center must *receive* the required forms described below *by Tuesday, May 1, 2012*.

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 11–12 for important information about visa requirements and taxes.

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 in order to be appointed as a fellow. Please make note of your UT EID and password as you will need them to access wireless internet and other resources during your residency.

If you have ever worked at, attended, applied to, or received payment from The University of Texas, you should already have a UT EID. Creating a second UT EID will result in an inability to process your payment. If you have problems finding your existing UT EID, contact Bridget Gayle at brigayle@mail.utexas.edu.

To create a UT EID or find an existing UT EID, visit www.utexas.edu/eid.

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 and Optional Forms

The following forms will be mailed to fellowship recipients.

Payee Information Form (PIF)

Please print clearly. Complete sections I and IV of this form in their entirety. If you have a U.S. Social Security Number (SSN) or Individual Tax Identification Number (ITIN), you must report that number in section I. Include your *permanent home address* in section IV (for tax purposes, University addresses cannot be accepted). International scholars without a U.S. address should use the Foreign Address line only.

Your check and tax forms will be mailed to the address on your PIF. If you have a U.S. bank account, you may 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 already have a U.S. bank account or who do not open a U.S. bank account for direct deposit 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 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.

Social Security Number Disclosure Notice

This form demonstrates your acquaintance with the University’s policies regarding the use of social security numbers.

Electronic Funds Transfer Form with Voided Check *(optional)*

This form enables the direct deposit of your payment into a U.S. bank account. If you do not submit this form, your check will be mailed to the address on your PIF. International scholars who do not have a U.S. bank account or who do not open a 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).

Fellowship Acceptance Letter

This letter includes your name and project title as it will appear in Ransom Center publicity. Please make any necessary corrections to this text. Include your UT EID and tentative arrival date in the spaces provided, and indicate whether you are an international scholar who will require the J-1 visa (see pages 11–12).

Please be as accurate as possible when providing your tentative arrival date, as this will give us a sense of the schedule for the coming year. Please review “Selecting a Residency Period” on pages 3–4 before making any travel arrangements.

IV. Returning Forms to the Ransom Center

The Ransom Center must *receive* the completed Fellowship Acceptance Letter along with the forms described above *by Tuesday, May 1, 2012*. These may be submitted by email as scanned documents, bearing original signature, to brigayle@mail.utexas.edu; by fax to 512-471-9646, addressed to Bridget Gayle (please use very clear documents as they may be blurred during transmission); or by mail using the address information below:

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
Austin, TX 78712
United States

PREPARING FOR YOUR RESIDENCY

I. Finances

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. *Payments to international scholars may take a few additional days as the University will need to verify their visa status.* International scholars should also note that their payments are subject to a 14–30% tax withholding (see pages 11–12).

Fellowship payments to students of The University of Texas at Austin are subject to review by the Student Financial Aid Services office in order to ensure that the payment does not conflict with the terms of other sources of aid received. *This may result in a 1–2 week delay in payment.*

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

If you do not arrange for your payment to be direct-deposited into a U.S. bank account, it will be *mailed to the address on your PIF*. International scholars who do not have a U.S. bank account or who do not open a 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.

II. Selecting a Residency Period

Recipients of 2012–2013 fellowships are responsible for completing their residency between *June 1, 2012 and August 31, 2013* or between *September 1, 2012 and August 31, 2013* for dissertation fellowships.

During your residency period, you will be appointed to the University as a “University Affiliate” and will have access to certain fellowship privileges with the Ransom Center and University.

If you have received a fellowship of one month or longer, you must select a residency period of *at least 30 days in length*. If you have received a fellowship of two months or longer, you are welcome to divide your residency into separate periods, each of at least 30 days in length. International scholars should note that splitting their residency into multiple visits may result in multiple visa fees (see pages 11–12).

If you have received a travel stipend or dissertation fellowship, you may select a residency of any length. Your fellowship privileges will only be extended during a single, continuous period of up to one month.

Take the Reading and Viewing Room (RVR) schedule into careful consideration when planning your visit. The RVR is generally open Monday–Friday 9 a.m.–5 p.m. and most Saturdays 9 a.m.–noon. Because the RVR follows the University schedule, it is closed for a week toward the end of May and August, during intersessions, and on all University holidays. We cannot make special accommodations for fellows who schedule their residencies to coincide with RVR closures. Visit www.hrc.utexas.edu/visit for confirmed closures.

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 www.austintexas.org/visitors/plan_your_trip/weather.

Once your travel plans are set, and *at least six weeks* in advance of your arrival, email Bridget Gayle at brigayle@mail.utexas.edu with your arrival and departure dates. 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 11–12).

All fellows are expected to work full-time at the Ransom Center on their proposed project throughout their residency. *Leaving before the end of your scheduled residency or not maintaining a consistent presence in the RVR may result in disqualification for future 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.

A list of housing options in Austin will be mailed to fellowship recipients. We maintain this list as a courtesy to visitors but do not endorse particular establishments. Please do not wait until the last minute to secure your housing, as many of these establishments receive reservations up to a year in advance.

The majority of our fellows use the bus system during their visit. For complete information on bus routes in Austin, visit www.capmetro.org. This website provides information on both city bus and UT Shuttle routes; additional information on UT Shuttle routes may be found at www.utexas.edu/parking/transportation. Both city and UT Shuttle routes cost \$1 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 designated campus lots on a first-come, first-served basis. A "UT Share Pass" may additionally be purchased for access to certain parking garages on campus. Additional information is available at www.utexas.edu/parking/parking/fs.

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

IV. Research Preparations

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

You will need to use a personal, web-based research account to request collection materials. Your research account can also be used to keep track of 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 your research account, visit www.hrc.utexas.edu/research/account.

My Username is: _____ **Password hint:** _____

Please be sure to review the Watch Copyright File at <http://tyler.hrc.utexas.edu> 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

Make note of your UT EID and password prior to your arrival, as these will be required to access wireless internet and other resources during your residency. If you have forgotten the password for your UT EID, you can retrieve or reset it by visiting www.utexas.edu/eid.

Please also bring this guide with you for easy reference throughout your residency.

If you have a UT ID card from a previous visit, please bring it with you so that it may be re-validated.

II. Getting to the 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. 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. For more information on transportation from Austin-Bergstrom International Airport, visit www.ci.austin.tx.us/austinairport/transportation.htm.

III. Checking In for Your Fellowship

When you arrive at the Ransom Center, check in at the front desk of the Administrative Offices on the third floor to receive a brief orientation and an information packet including area maps and instructions for obtaining your UT ID card and establishing University privileges (see pages 7–9).

International scholars who travel on the J-1 visa must additionally attend a mandatory orientation with the International Office. The orientation should be scheduled in advance at <http://world.utexas.edu/iss/worksshops> (see pages 11–12).

IV. Becoming a Reading and Viewing Rooms Patron

To use the Reading and Viewing Rooms (RVR) you will need to present a government-issued photo ID such as a driver's license or passport. Upon the start of your first visit, you will view a brief video, and, if you will be using manuscript collections, will receive an 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.

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). Fellows, as University Affiliates, will also have certain University privileges described below. Please note that these privileges will only be extended during your designated 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.

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 www.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. If you have questions about a particular item’s use in the RVR, please contact Margaret Tenney at mtenney@mail.utexas.edu.

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 restricted.utexas.edu network from your computer’s wireless internet options and log in using your UT EID and password. *Do not log in as a guest.*

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. Photocopies

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.

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 photoduplication policies and fees may be found at www.hrc.utexas.edu/research/info.

IV. Mailing Privileges

Professional correspondence related to your work at the Ransom Center may be sent from our mailroom. The University will pay postage on professional correspondence of a limited nature. This does not include shipping packages of papers, books, or other items. Mailroom personnel have discretion in determining whether materials exceed a reasonable amount. You may make arrangements for the mailing of personal items and packages at the nearest post office, located within close walking distance of the Center and open Monday–Friday 9 a.m.–4 p.m. Questions about your mailing privileges should be directed to Bridget Gayle.

You may have mail sent to yourself in care of the Ransom Center by using the address below. All mail will be kept in fellows' box in the third floor mailroom. If your forwarded mail arrives before you do, it will be held for you until your arrival; mail received after your departure will be forwarded to you.

[your name], Fellow
c/o Harry Ransom Center
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:*

[your name], Fellow
c/o Harry Ransom Center
The University of Texas at Austin
300 West 21st Street
Austin, TX 78712
United States

V. Making and Receiving Phone Calls

The Center's main phone number is 512-471-8944. Any calls placed to you should be directed to this number. Messages will be taken and placed in the third floor mailroom.

A telephone for outgoing calls is located *outside* of the fellowship offices. Phone calls made to University offices only require dialing the last five digits of the phone number. To reach an outside number, push "9" plus the area code (the Austin area code is "512"). Long distance calls must be charged to your own calling or credit card or be made collect.

VI. 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.

VII. University Library Privileges

During your residency you will have to option to set up borrowing privileges with The University of Texas Libraries. General information about the libraries may be found at <http://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).

VIII. University Gym Memberships

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 www.utrecsports.org.

IX. University Health Services

Insurance is not included with your fellowship. If you require medical attention during your visit you may consult a private health care practitioner. In the event of an emergency, please call 911. An urgent care clinic, MedSpring (www.medspring.com), is located across the street from the Ransom Center.

If you will require regular medical attention during your stay you may wish to subscribe to University Health Services (UHS). To subscribe, you will need to pay a \$60 subscription fee and purchase the University's student insurance plan, United HealthCare Insurance, for \$93 per month. UHS may accept an existing U.S. insurance plan on a case-by-case basis. International scholars should purchase the United HealthCare Insurance through the International Office. Additional fees will apply for any medical services received. Detailed information about UHS, is available at <http://healthyhorns.utexas.edu/eligibility.html>. To subscribe to UHS you will need to visit the Student Services Building (SSB), room 2.106, and present a letter from the Ransom Center verifying your University Affiliate appointment.

X. Participating in the Intellectual Life of the Ransom Center and University

The Center sponsors a weekly gathering known as "Scholars' Coffee" each Wednesday at 10 a.m. Coffee and tea are available at these gatherings, which are designed 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 Ransom Center hosts several events throughout each semester for Ransom Center members and the general public. For the current schedule, visit www.hrc.utexas.edu/events. Please note that these events have limited capacity and may require membership with the Ransom Center and/or an RSVP.

During the year of their award, fellows may become members of the Ransom Center at a special rate of \$35. For more information about membership and a calendar of member-only events, visit www.hrc.utexas.edu/membership. To purchase a fellowship membership, join online at <http://budurl.com/fellow> or call 512-232-3669.

All fellows are invited and encouraged to participate in the intellectual life of the University. We will be happy to facilitate introductions to academic departments at the University at your request.

AT THE END OF YOUR RESIDENCY

I. Returning your Office Key

Before your departure, you *must return your office key* to Bridget Gayle or Cheryl McGrath at the front desk of the Administrative Offices. Please remove all of your belongings and any trash from your fellowship office. Trashcans that need to be emptied should be placed in the hallway outside of your office. We will assume that anything you leave behind is unwanted and it will be discarded.

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 Bridget Gayle at brigayle@mail.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 that excerpts may 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 www.hrc.utexas.edu/research/forms. Questions about the use of Ransom Center materials in published works should be directed to Richard Workman at rworkman@mail.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

Each fellow is expected to work full-time at the Ransom Center on his or her proposed project throughout the fellowship residency. Like all other patrons of the Reading and Viewing Rooms, fellows must follow the guidelines for using and publishing materials in the Ransom Center collections (see www.hrc.utexas.edu/research/info). Failure to comply with the fellowship or research guidelines may result in disqualification for future 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. The University must verify the visa status of all international scholars, which may result in a delay of the fellowship payment. All payments made to non-U.S. citizens are subject to a 14–30% tax withholding, and all scholars who receive payment from the University must file a U.S. Federal Income Tax Return in the year following payment. All fellowship payments will be issued in U.S. dollars (USD).

I. Selecting a Residency Period

All fellows should review pages 3–4 before making any travel arrangements. International scholars should send their confirmed arrival and departure dates to Bridget Gayle at least two to three months in advance to allow sufficient time for arranging the J-1 visa. These dates will be reflected on your DS-2019 and all other J-1 visa-related documentation. If the dates of your visit change for any reason, you must notify Bridget immediately.

Recipients of fellowships of one month or longer are required to work at the Ransom Center for a period of at least 30 days. Recipients of fellowships of two months or longer may split their residency into multiple periods of at least 30 days each. However, if you choose to make multiple visits, *you will be responsible for the visa paperwork and fees associated with each.*

II. 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 visa, visit <http://world.utexas.edu/iss/scholars> or http://travel.state.gov/visa/temp/types/types_1267.html.

International scholars must indicate their status as such on the Fellowship Acceptance Letter and submit a photocopy of their passport along with the other required forms described on pages 1–2. Once we have received the Fellowship Acceptance Letter *and* your confirmed 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 a number of online forms and a second, *scanned* copy of your passport. Once these items have been submitted, your DS-2019 and an information packet will be express-mailed to you, enabling you to visit a U.S. Consulate or Embassy to apply for your visa. The information packet will include instructions for paying the \$180 SEVIS fee; the receipt must be presented during your visa application appointment.

Please note that 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 www.usembassy.gov.

Canadians are *not* required to obtain a visa stamp 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 J-1 status.

If you feel that the J-1 visa status is not suitable for you, please notify Bridget Gayle as soon as possible.

III. Scheduling an Orientation with the International Office

All visitors with the J-1 status *must* attend a mandatory orientation with the International Office upon their arrival in Austin. During this orientation, an advisor will validate your J-1 program and provide information concerning visa regulations, taxes, medical insurance, and banking. These orientations normally last one hour.

Please schedule your orientation in advance at <http://world.utexas.edu/iss/worksops> and select the earliest appointment available.

IV. Banking

The University Federal Credit Union (UFCU), a full-service bank, will allow you to open a bank account in advance of your visit, regardless of whether you have a U.S. Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN). If you open an account with UFCU or any other U.S. bank, you may arrange to have your payment direct-deposited into that account by completing the Electronic Funds Transfer form (see page 2). If you do not open a U.S. bank account, and if your check is available before you depart, you may pick it up in person. If you do not have a U.S. bank account but 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.

V. 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%. It is possible to recoup some portion of this withholding when you file your U.S. Federal Income Tax Return.

You should file a U.S. Federal Income Tax Return 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 a tax return for each of those years. By filing your tax return, you may be able to recoup some or all of the amount withheld from your initial payment (see chart below). You should receive the necessary tax form (“1042-S”) from the University by mail by March of the year following your payment, and may visit <http://world.utexas.edu/iss/tax> for further details regarding nonresident tax returns.

Total U.S. Income	14% tax withheld from initial payment	Amount Refundable after filing U.S. Income Tax Return
\$ 1,700	\$238	\$238
\$ 3,000	\$420	\$420
\$ 6,000	\$840	\$609

This chart assumes that the fellowship award is the only U.S. income received throughout the year and takes into account the \$3,700 personal exemption that was allowed in 2011. 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

Phone: 512-471-8944

Fax: 512-471-9646

Web: www.hrc.utexas.edu

Reading and Viewing Room (RVR) Hours:

9 a.m.–5 p.m. Monday–Friday; 9 a.m.–Noon Saturday
RVR closures listed at www.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; www.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; www.lib.utexas.edu

Gregory Gymnasium (GRE)

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

International Student & Scholar Services

International Office, Wooldridge Hall (WOH)
600 West 24th Street
512-471-2477; www.utexas.edu/international/iss

OTHER

University Federal Credit Union (UFCU)

2244 Guadalupe Street, Austin, TX 78705
512-467-8080; www.ufcu.org
8:30 a.m.–6 p.m. Monday–Friday

Taxis

Ace Taxi: 512-244-1133
American Yellow Checker: 512-452-9999
Austin Cab: 478-2222

Frost Bank–Frost Tower Financial Center

401 Congress Avenue, Austin, TX 78701
512-473-4343; www.frostbank.com

Capital Metro Transit

512-389-7400; www.capmetro.org