



# HARRY RANSOM CENTER

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THE UNIVERSITY OF TEXAS AT AUSTIN

## **VISITING SCHOLAR GUIDELINES**

The following guidelines have been designed to inform current and prospective Harry Ransom Center Visiting Scholars, including Arts and Humanities Research Council (AHRC) International Placement Scheme (IPS) fellows, about our visiting scholar program. These guidelines are updated regularly in accordance with university and federal procedures.

Individuals who have been offered a Visiting Scholar appointment or AHRC IPS fellowship for research at the Ransom Center must review these guidelines before accepting their appointment and should save these guidelines for reference before and during their residency.

You are always welcome to direct your concerns and questions to [ransomfellowships@utexas.edu](mailto:ransomfellowships@utexas.edu).

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## ACCEPTING THE VISITING SCHOLAR APPOINTMENT

### Visiting Scholar Guidelines

All visiting scholars should carefully review these guidelines. By accepting your appointment, 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 13–14 for important information about visa requirements.

### Your Appointment with The University of Texas at Austin

You will be appointed to The University of Texas at Austin as a “University Affiliate Visiting Scholar” and sponsored in the J-1 visa status, if applicable, as part of your residency. Your appointment is contingent upon the completion of a background check processed by the university (see “Acceptance Materials” below) and enables you to access certain university privileges. See page 5 for details about selecting your residency period, pages 9–11 about the privileges associated with your appointment, and pages 13–14 for details about the J-1 visa.

All individuals assigned under a University Affiliate research title are subject to and are required to observe all applicable federal, state, and local laws, including but not limited to Export Control laws and regulations, and requirements of the university and The University of Texas System Board of Regents’ Rules and Regulations, within the meaning of Rule 90102, Intellectual Property Rights and Obligations. Furthermore, these research titles are not Academic Titles within the meaning of Board of Regents’ Rule 31001–Faculty Assignments and Titles. Individuals assigned under research titles are not eligible for the award of tenure within the meaning of Board of Regents’ Rule 31007–Tenure. See [utsystem.edu/bor/rules](http://utsystem.edu/bor/rules) for details.

Your appointment does not include compensation for services rendered, nor does it include health insurance, Workers' Compensation Insurance (WCI), or unemployment compensation benefits.

In conjunction with your appointment, you will be prompted by email to complete four online compliance training assignments related to Compliance and Ethics, Sexual Misconduct Prevention, Equal Employment Opportunity, and IT Security Awareness. Please complete these assignments, which are required by the university’s Compliance Services office.

### 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 and password in order to be appointed as a visiting scholar and to access wireless internet and other resources during your residency.

To establish your UT EID, visit [utexas.edu/eid](http://utexas.edu/eid) and select “Get a UT EID.” Provide the details requested, including any previous names or alternate spellings of your name that you may use, to ensure that the system can locate any existing UT EID that may be on file for you, or generate a new one.

Please make note of your UT EID and password for your use during your residency.

**My UT EID is:** \_\_\_\_\_ **Password hint:** \_\_\_\_\_

*Note: Keep your UT EID password secure. Never write your password down or share it with anyone.*

## **Acceptance Materials**

The following forms will be provided to you in one packet (along with instructions) via the Fellowship Coordinator and must be signed electronically via DocuSign.

### **Visiting Scholar Acceptance Letter**

Please verify that you have read these guidelines and provide the information and paperwork required for your appointment.

Provide your UT EID in the space provided and indicate whether you are an international scholar who will require the J-1 visa (see pages 13–14).

### **Nonemployee Research Affiliate Agreement**

Please review this agreement once it has been personalized for you by the Fellowship Coordinator. Provide your signature and secure an affiliate from your institution to provide their own.

### **Photocopy of a Government-Issued Photo ID**

A photocopy or scan of a valid, government-issued photo ID is required for your appointment. 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 or scan must be clear and legible.

## **Submitting Acceptance Materials to the Ransom Center**

The Ransom Center must receive the materials described above to initiate the background check required for your appointment. *For AHRC IPS fellows, these materials must be submitted by June 30.* For other Ransom Center Visiting Scholars, these materials must be submitted at least one month in advance of your arrival date, and at least three to four months in advance if the J-1 visa is required.

The materials should be electronically submitted via DocuSign as provided by the Fellowship Coordinator. *We cannot accept acceptance paperwork, which includes your personal information, by email.*

## **Criminal Background Check and J-1 Visa Application**

Following our receipt of your paperwork, you will receive an email from our Human Resources office with instructions for authorizing the required criminal background check. It typically takes at least 1–2 weeks for the background checks to be approved. If you require the J-1 visa, we will initiate the request for your J-1 status after the background check has been approved. It typically takes at least 2–3 months to establish the J-1 status and obtain the visa (see pages 13–14). Please be aware that both of these processes are subject to delays over which the Ransom Center has no control.

## **Publicity and Social Media**

A list of AHRC IPS fellowship recipients will appear on the Ransom Center's website and may additionally be shared through a press release, the online Ransom Center Magazine, or social media.

The Ransom Center's Communications and Marketing division may contact you before, during, or after your residency to request information about your research for the online Ransom Center Magazine, social media, print newsletter, or other publicity materials. We encourage you to stay in touch with the Ransom Center about your research and future publications and would be pleased to share information about your work with our audiences. For more information, see page 11.

## PREPARING FOR YOUR RESIDENCY

### Selecting a Residency Period

You will be appointed to The University of Texas at Austin as a “University Affiliate Visiting Scholar” and sponsored in the J-1 visa status, if applicable, during your confirmed residency dates. Recipients of 2023–2024 AHRC IPS fellowships are responsible for communicating their residency dates with both the Ransom Center and AHRC, and for completing their residency between September 5, 2023, and May 31, 2024; AHRC fellowships may not be deferred beyond May 31.

Your university appointment, visa, and associated privileges will be valid for the term of your appointment only.

If you are an international scholar who will require the J-1 visa, please review pages 13-14 and the “J-1 Scholar Pre-Arrival Guide” available at <https://global.utexas.edu/iss/immigration/j-1/pre-arrival> for information to guide you as you plan your visit.

If you need to reschedule your appointment and residency period for any reason, please notify [ransomfellowships@utexas.edu](mailto:ransomfellowships@utexas.edu) as soon as possible with your request to adjust your dates.

The Ransom Center’s Reading and Viewing Room (RVR) is generally open Monday–Saturday 9 a.m.–5 p.m. In order for our staff to provide you with a full orientation, residencies should be scheduled to begin on a weekday. If you plan to work on Saturdays, please be aware that you may need to request materials in advance; certain materials may not be available or may need to be pulled by appointment or on a weekday in advance.

The RVR follows the university’s holiday schedule, including a winter holiday closure of approximately one week in late December. Please consult the RVR schedule at [hrc.utexas.edu/visit](http://hrc.utexas.edu/visit) to view confirmed closures. ***We cannot make special accommodations for individuals who schedule their residencies to coincide with RVR closures.***

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 <https://www.austintexas.org/plan-a-trip/weather/>.

Because Austin hosts several large events, festivals, and conferences each year, it is advisable to book your lodgings early. See page 6 for details. You might also consider the Ransom Center’s exhibition and event calendar when planning your stay. See page 12 for details.

Throughout their residency, visiting scholars are expected to maintain a consistent presence in the RVR to carry out their proposed research. Leaving before the end of your scheduled residency or not maintaining a consistent presence in the RVR may result in disqualification for future Ransom Center sponsorship.

## **Housing and Transportation**

Visiting scholars are responsible for arranging and paying for their own travel and lodging arrangements.

You will be provided with a guide to short-term housing options in Austin. We maintain this guide as a courtesy to visitors but cannot endorse any particular establishment. Please also be aware that it is not necessary to select your lodgings from this guide. Please make your housing arrangements as soon as possible. Accommodations frequently fill months in advance.

The majority of our visiting scholars use the bus system during their visit. For complete information on Austin bus routes (including both city buses and UT Shuttles), visit [capmetro.org](http://capmetro.org). Both city buses (local routes) and UT Shuttles cost \$1.25 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 because of the limited availability of parking spaces on and around campus. During their appointment, university affiliates may purchase a temporary parking permit ("A" permit) for a monthly fee. This permit will allow you to park in certain campus lots on a first-come, first-served basis. A "UT Share Pass" may additionally be purchased for access to certain parking garages. For more information, visit [utexas.edu/parking](http://utexas.edu/parking).

For occasional car use, you may consider applying for a car-sharing program such as Zipcar. This company makes cars available on-demand in various locations city-wide. Zipcar offers a discounted membership to university Affiliates, and eight Zipcar vehicles are located on campus. For further details regarding eligibility and pricing, visit [zipcar.com/utexas](http://zipcar.com/utexas).

Austin also hosts a bike-sharing program. For more information about bike use and availability, visit [austin.bicycle.com](http://austin.bicycle.com).

## **Research Preparations**

Each visiting scholar will be assigned a research liaison at the Ransom Center. This Library or Curatorial staff member will serve as your primary contact for any questions about the Ransom Center's holdings as they relate to your project. The Fellowship Coordinator will introduce you to your research liaison in advance of your residency by email, as well as upon your arrival.

You will receive an orientation to using the Center's collections upon your arrival as well as guidance and assistance throughout your visit from other members of the RVR staff, in accordance with the Center's policies and procedures pertaining to the Reading and Viewing Room and use of the collections.

These policies and procedures are outlined at <https://www.hrc.utexas.edu/research/>. We appreciate your understanding of the need to follow these policies and procedures, which have been developed to protect our collections while providing access to the many fellows, independent patrons, students, and class groups who we serve year-round.

To promote a productive research experience, please familiarize yourself with and regularly consult these policies and procedures before, during, and after your residency, directing any questions to your designated research liaison, the Library staff, or Fellowship Coordinator. Our contact information is available at [hrc.utexas.edu/contact](http://hrc.utexas.edu/contact).

You may wish to create a research account in advance of your visit. This personal, web-based account will be used to create and track requests to view items from the collections. When creating requests in advance of your visit, please be sure to select the “save for later” option; these saved requests can be submitted once you are in the RVR during your residency. To set up or access your research account, visit [hrc.utexas.edu/research/account](http://hrc.utexas.edu/research/account).

My Username is: \_\_\_\_\_ Password hint: \_\_\_\_\_

Please also review the WATCH Copyright File at [norman.hrc.utexas.edu/watch](http://norman.hrc.utexas.edu/watch) 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**

### **Before You Leave Home**

Before you travel to the Ransom Center, please remember to make note of your UT EID (see page 3) and to bring these guidelines for easy reference throughout your residency. If you have a University ID card from a previous visit, please bring it with you to have it re-validated.

If you are an international scholar who requires the J-1 visa, please be sure to carry your form DS-2019 and passport with J-1 visa with you while you travel. When going through U.S. Customs and Border Protection (CBP), have your passport open to your J-1 visa page and present your DS-2019 to ensure that you are assigned the J-1 status (the CBP officer should note “J-1” on the entry stamp in your passport). See pages 13–14 for details.

### **Getting to the Ransom Center**

The Ransom Center is located at 21st and Guadalupe streets, on the southwest corner 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 \$50. You may also travel from the airport to campus on the #20 bus for \$1.25. For more information on transportation from Austin-Bergstrom International Airport, visit [austintexas.gov/department/ground-transportation-0](http://austintexas.gov/department/ground-transportation-0).

For complete information on Austin bus routes (including both city and UT Shuttle buses), visit [capmetro.org](http://capmetro.org). Both city buses (local routes) and UT Shuttle buses cost \$1.25 per ride but are free to Research Affiliates with a University ID card. Once you have obtained your University ID card, swipe the card through any bus’s card reader to ride for free.

### **Checking In for Your Residency**

Upon your arrival, you should check in at the Ransom Center’s third-floor Administrative Offices, where you will receive a brief orientation and an information packet including area maps and instructions for obtaining your University ID card and establishing your university privileges (see pages 9–11). We will also take your photo as part of your orientation; this photo will be included in an email newsletter for Ransom Center staff and is intended to help our staff welcome you during your visit. Your check-in must take place on your scheduled arrival date and during the Administrative Office hours, Monday–Friday 8 a.m.–noon and 1–5 p.m. You will receive detailed instructions for locating the Ransom Center and its Administrative Office by email in advance of your arrival.

International scholars who travel on the J-1 visa must additionally attend a mandatory orientation with Texas Global, the university’s international office. The orientation should be scheduled in advance at <https://global.utexas.edu/iss/life-at-ut/orientation> (see pages 13-14).

### **Becoming a Reading and Viewing Room Patron**

To use the Reading and Viewing Room (RVR) you will need to present a photo ID such as a driver’s license or passport. Upon the start of your first visit, you will view a brief orientation video, and an RVR staff member (your designated research liaison, if available) will provide you with a personal orientation to the RVR procedures, resources, and use of the specific collection(s) you plan to access. If you have not already created your personal web-based research account (see page 7), 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. More information about research policies and procedures may be found at [hrc.utexas.edu/research/](http://hrc.utexas.edu/research/).

## DURING YOUR RESIDENCY

In addition to the resources available to patrons in the RVR (on the second floor of the building), Ransom Center visiting scholars have access to a number of resources on the third floor of the building (where administrative and fellowship offices are located). As University Affiliates, visiting scholars will also have certain university privileges. The resources and privileges associated with your appointment, detailed below, will be extended for the duration of your residency.

### Office Space and Storage of Personal Items

The Ransom Center has a limited number of offices for shared use by Ransom Center fellows and AHRC fellows. If you are assigned office space, please be aware that it may be shared with up to three other individuals. Each individual will have their own desk and a key for locking the office. If you would like to secure belongings in your desk drawer, you may bring or purchase a combination lock for your personal use.

The fellowship offices are intended to provide you with a space for work that does not require use of the collection materials, such as transcribing and preparing notes from your research or checking email.

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.

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 are in the RVR. 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 “RVR Guidelines” document at [https://www.hrc.utexas.edu/research/pdf/RVR\\_Guidelines\\_May\\_24\\_2023.pdf](https://www.hrc.utexas.edu/research/pdf/RVR_Guidelines_May_24_2023.pdf). 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.

### Computers and Wireless Internet

We encourage visiting scholars 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 campus-wide wireless internet network. To access the internet, select the utexas network from your computer’s wireless internet options and log in using your UT EID and password.

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. Two additional desktop computers, located near the fellowship offices on the third floor, are available for use by fellows and visiting scholars on a first-come, first-served basis. You may use these computers 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

### **Duplication and Digital Photography**

A copy machine on the third floor is available to fellows and visiting scholars, 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. Please also note that this machine cannot be used for collection material, as *collection material is not permitted outside of the RVR*.

Copies of 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. Research copies of collection materials may either be requested through RVR staff or made by the user with a digital camera. More information on digital photography and photoduplication policies and fees may be found at [hrc.utexas.edu/research/#access-policies](http://hrc.utexas.edu/research/#access-policies). Please be sure to review the "Camera Use Policy" document to verify that your camera meets the requirements.

### **University Library Privileges**

During your residency you will have borrowing privileges with The University of Texas Libraries. General information about the libraries and the online catalog may be found at [lib.utexas.edu](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).

### **Phone Calls**

A telephone, also located near the fellowship offices, is available for shared use by fellows and visiting scholars needing to make outgoing calls. Long distance calls must be charged to your own calling or credit card, made collect, or made using your own mobile phone. The nearest mobile phone providers to the Ransom Center are the AT&T Store (2828 Guadalupe Street, Ste. 200) and Verizon Wireless (2116 Guadalupe Street).

### **Kitchens and Break Rooms**

There are three break rooms and a small staff kitchen, equipped with refrigerators and microwaves, on the third floor. You are welcome to use these facilities for food storage and breaks. We appreciate your help in keeping these communal spaces clean.

### **Lactation Room**

A lactation room is available to Ransom Center fellows, visiting scholars, and staff. Please notify [ransomfellowships@utexas.edu](mailto:ransomfellowships@utexas.edu) to coordinate access to the lactation room in advance of your visit.

### **University Gym Membership**

As a University Affiliate, you may purchase a temporary membership with the university gym at a discounted rate. You will be responsible for membership fees. Facility information may be found at [utrecsports.org](http://utrecsports.org).

### **Medical Care and University-Provided Health, Counseling, and Mental Health Services**

Please be aware that medical insurance is not included with your appointment. Insurance requirements and options for international scholars on the J-1 visa are outlined on pages 13–14.

If you require medical care during your visit you may consult a private health care practitioner. In the event of an emergency, call 911.

If you will require regular care during your stay, you may wish to use the University Health Services (UHS) or Counseling and Mental Health Center (CMHC). These university-provided services include family/internal medicine, sports medicine, women's healthcare, immunizations and allergy shots, travel health, dietitian consultations, physical therapy, on-site lab and radiology, and patient education. To

access to these services, you will be required to pay a Service Extension Fee (\$50 for UHS; \$25 for CMHC). Additional fees will apply for each medical or counseling service received. The CMHC will require a free assessment appointment in advance of the extension fee to determine whether their services are a match for your needs, or whether they will need to refer you to a private provider. Detailed information about services, charges, and insurance requirements may be found at [healthyhorns.utexas.edu](http://healthyhorns.utexas.edu) and [cmhc.utexas.edu](http://cmhc.utexas.edu).

### **Safety and Emergency Preparedness**

In case of an emergency, call 911. Up-to-date information about campus alerts and campus-wide closures and openings during emergencies or unfavorable weather situations may be found at the university's Emergency Information page, [emergency.utexas.edu](http://emergency.utexas.edu). Additional tips and resources for safety on campus may be found at [besafe.utexas.edu](http://besafe.utexas.edu). For information about the university's policies related to the Campus Carry law, visit [campuscarry.utexas.edu/visitors](http://campuscarry.utexas.edu/visitors).

### **Program Culture**

Our Fellowships Team is committed to attracting and supporting applicants across diverse backgrounds and perspectives and fostering a sense of belonging for all researchers. We strive for a community that cultivates a positive learning, teaching, and working environment.

### **Disability**

If you require accommodation because of a disability, please notify us at [ransomfellowships@utexas.edu](mailto:ransomfellowships@utexas.edu) in advance of your visit.

### **Participating in the Intellectual Life of the Ransom Center and University**

Fellows are invited and encouraged to participate in the intellectual life of the Ransom Center and of the university. We do not intend for the following events to intrude on your research time, and we hope that you will join us as your time permits.

Each Wednesday at 10 a.m., the Center hosts a coffee and tea gathering that is open to all Ransom Center staff, fellows, visiting scholars, and independent researchers, and provides an opportunity for informal conversation. In addition, the Fellowships Division hosts a monthly research series called *Familiar Terms*, which addresses humanities research as both an intellectual and creative pursuit to which

community discussion is foundational and familiarizes our staff and patrons with the scholarly projects that are continuously evolving at the Center.

The Center organizes several events throughout each semester for Ransom Center members and the public. For the current schedule, visit [hrc.utexas.edu/events](http://hrc.utexas.edu/events). Please note that these events have limited capacity, with attendance provided on a first-come, first-served basis, or requiring membership, an invitation, or RSVP. During your residency, you will be invited to member events, provided that space is available. If there is a particular event that you would like to attend, please feel free to contact [ransomfellowships@utexas.edu](mailto:ransomfellowships@utexas.edu) so that we can make arrangements to accommodate you if possible.

You will also receive a 15% discount in the Museum Store, located on the first floor of the building, during your residency. If you wish to connect with the Ransom Center beyond your residency, we invite you to become a Harry Ransom Center member. For details, visit [hrc.utexas.edu/membership](http://hrc.utexas.edu/membership).

A university-wide event calendar is available at [calendar.utexas.edu](http://calendar.utexas.edu). Individual academic units at the university may post information about their programs and events on their own websites. A directory of academic units may be found at [utexas.edu/academics/colleges-schools](http://utexas.edu/academics/colleges-schools). We will be happy to facilitate introductions to academic units at the university at your request.

## **AT THE END OF YOUR RESIDENCY**

### **Returning Your Office Key**

Before your departure, you **must return your office key** to either the Fellowship Coordinator or the receptionist at the front desk of the third floor Administrative Offices. Please remove all of your belongings and any trash from your office. Trash cans that need to be emptied should be placed in the hallway outside of your office; trash cans that have already been emptied should be returned to your office. We appreciate your help in keeping these communal spaces clean.

### **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.

### **Submitting Your Research Report**

We ask that all visiting scholars provide a *two-page summary report* on the progress of their research during the residency. These reports allow us to determine the efficacy of the visiting scholar 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 ransomfellowships@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 may also be shared with existing and potential donors.

### **Acknowledging Ransom Center Materials and Support in Publications**

You must secure the necessary Ransom Center authorization as well as any applicable copyright permissions to quote or reproduce any material consulted during your research. 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 [hrc.utexas.edu/research/#rights-reproductions](http://hrc.utexas.edu/research/#rights-reproductions). Questions about the use of Ransom Center materials in published works should be directed to the General Reference Team at [reference@hrc.utexas.edu](mailto:reference@hrc.utexas.edu).

Please acknowledge your AHRC IPS 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 the Harry Ransom Center. For example, “An Arts and Humanities Research Council fellowship hosted by the Harry Ransom Center provided support for my research.”

We would be pleased to share information about your publication and research at the Ransom Center through our online Ransom Center Magazine. Examples of articles by and about fellows’ research may be found at [sites.utexas.edu/ransomcentermagazine/tag/fellowships](http://sites.utexas.edu/ransomcentermagazine/tag/fellowships). If you are interested in contributing a short post about your research for this blog, please contact Elizabeth Page, Head of Communications and Marketing, at [epage@utexas.edu](mailto:epage@utexas.edu).

## 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. *All international scholars are responsible for ensuring that they have the proper paperwork to study in the U.S. and for paying associated fees.* International scholars should indicate their status as such on the Visiting Scholar Acceptance Letter and carefully read the following pages.

### Applying for the J-1 Visa

The J-1 “Short-Term Scholar” is the most appropriate visa status for visiting scholars, in accordance with The University of Texas and federal policies. This is a nonimmigrant status designated for exchange visitors such as professors and scholars who are participating in a program for less than six months. For more information about the J-1 status, visit <https://global.utexas.edu/iss/immigration/j-1> (see the “Pre-Arrival Guide” and “J-1 Scholar Orientation Guide”) and <https://j1visa.state.gov/programs/short-term-scholar>.

Please submit the required acceptance paperwork described on pages 3–4 and report your residency dates to [ransomfellowships@utexas.edu](mailto:ransomfellowships@utexas.edu) *at least* two to three months in advance of your visit to allow sufficient time to establish your J-1 status and obtain your J-1 visa.

*Please note that more time may be needed in order for you to secure your J-1 visa.* 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 [usembassy.gov](http://usembassy.gov).

Your J-1 status will be assigned for the dates of your residency. Because J-1 visa holders are permitted to enter or depart the U.S. up to 30 days before or after their official program dates, it is possible to spend time in the U.S. before and after your residency. This 30-day grace period is intended to allow scholars to travel and take care of personal matters. It is not intended to allow scholars to continue research or program duties. Doing so could violate the United States Citizenship and Immigration Status policy on Accrual of Unlawful Presence for individuals in the J status, impeding the scholar from seeking future U.S. immigration benefits and potentially subjecting them to various bars to admission to the U.S. If you are planning to arrive in the U.S. before your program dates or stay past your program dates and are uncertain as to whether your plans could constitute an Accrual of Unlawful presence, please contact the fellowships program at [ransomfellowships@utexas.edu](mailto:ransomfellowships@utexas.edu).

If you will be participating in a J-1 program with another institution immediately before or after your residency at the Ransom Center, please inform us as soon as possible so that your visa arrangements can be coordinated appropriately.

Once we have received your acceptance paperwork for your appointment and your background check has been approved, we will request your J-1 status through Texas Global, the university’s international office. You will then receive an email from Texas Global ([scholars@austin.utexas.edu](mailto:scholars@austin.utexas.edu)) instructing you to complete that request through the myIO system, requesting your review and approval of your program dates and the Short-Term Scholar J-1 visa status. Once the request has been completed and approved by both you and Texas Global, they will process and express-mail your DS-2019 and a Pre-Arrival Guide (also available at <https://global.utexas.edu/iss/immigration/j-1>) to you. Processing time for the DS-2019 issuance is typically two weeks, though processing times may vary.

Once you have received the DS-2019 and “Pre-Arrival Guide,” you can proceed in scheduling your visa application appointment with your nearest U.S. Consulate or Embassy. You will also need to pay the \$220 SEVIS (SEVP I-901) and \$160 nonimmigrant visa application processing fee; applicants from certain countries may also be required to pay a visa issuance fee (“reciprocity fee”) after their

application has been approved. For details about the visa application process and fees, visit <https://global.utexas.edu/iss/immigration/j-1> (see the “J-1 Scholar Pre- Arrival Guide”) or <https://j1visa.state.gov/programs/short-term-scholar/>.

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

If you need to change your residency dates after your DS-2019 form has been issued, you are required to inform the Ransom Center so that the DS-2019 and other visa-related documentation can be updated as needed (depending on the number of days by which your residency dates will change). This process may take up to two to three months.

Be sure to carry your form DS-2019 and passport with J-1 visa with you while you travel. When going through U.S. Customs and Border Protection (CBP), have your passport open to your J-1 visa page and present your DS-2019 to ensure that you are assigned the J-1 status (the CBP officer should note “J-1” on the entry stamp in your passport). Although we do not anticipate that you will encounter issues with your entry into the U.S., please note the emergency information provided by Texas Global at [global.utexas.edu/iss/about/emergency](https://global.utexas.edu/iss/about/emergency).

After entering the U.S., you should print your I-94 record, available from <https://i94.cbp.dhs.gov/I94/>, to confirm your entry status. You may print your I-94 record at the Ransom Center if needed.

### **Insurance**

Please be aware that all J-1 visa holders must meet medical insurance requirements and will be asked to present proof of their coverage during their orientation with Texas Global (see following section for details). If you do not have sufficient coverage, you may purchase the university’s health insurance plan. For further details, visit <https://global.utexas.edu/iss/immigration/j-1/insurance-requirements>. Questions may be directed to the Texas Global Insurance Advising Team at [intlinsurance@austin.utexas.edu](mailto:intlinsurance@austin.utexas.edu).

### **Scheduling an Orientation with the Texas Global**

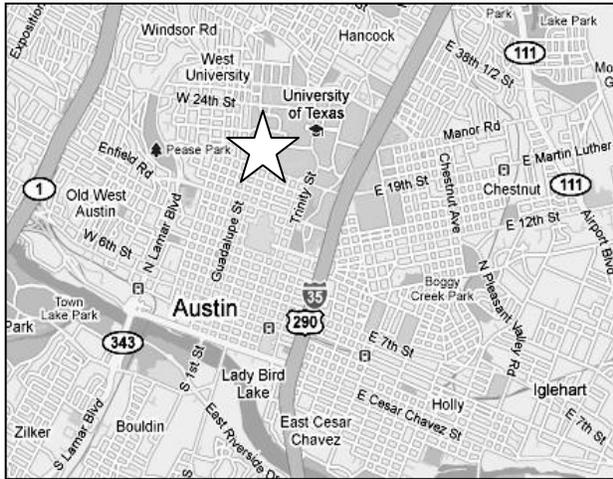
All J-1 scholars must attend a mandatory orientation with Texas Global upon their arrival in Austin. During this orientation, an advisor will validate your J-1 status and verify your insurance coverage. These orientations normally last one hour. Please schedule your orientation in advance of your arrival at <https://global.utexas.edu/iss/immigration/j-1/orientation> and select the earliest appointment available.

### **Banking**

If you would like to establish a U.S. bank account during your visit, you may do so at the institution of your choice. The University Federal Credit Union (UFCU), located across the street from the Ransom Center, is the nearest full-service bank.

## CONTACT AND GENERAL INFORMATION

The Ransom Center is located at 21st and Guadalupe streets, on the southwest corner 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: [hrc.utexas.edu](http://hrc.utexas.edu)

### **Reading and Viewing Room (RVR) Hours:**

9 a.m.–5 p.m. Monday–Saturday  
RVR closures listed at [hrc.utexas.edu/visit](http://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; [utexas.edu/its/fac](http://utexas.edu/its/fac) 8:30 a.m.–6 p.m. Monday–Friday

### **Gregory Gymnasium (GRE)**

Speedway at 21st Street

512-471-1155 or 512-471-6370 (membership); [utrecsports.org](http://utrecsports.org)

Administrative Office Hours:

6 a.m.–1 a.m. Monday–Thursday, 6 a.m.–10 p.m. Friday, 8 a.m.–10 p.m. Saturday, 10 a.m.–1 a.m. Sunday

### **Perry-Castañeda (Main) Library (PCL)**

Speedway at 21st Street

512-495-4350; [lib.utexas.edu](http://lib.utexas.edu)

Open 24 hours Monday–Thursday, 7 a.m.–11 p.m. Friday, 10 a.m.–11 p.m. Saturday, 11 a.m.–10 p.m. Sunday

### **International Student & Scholar Services**

512-471-2477; [global.utexas.edu/iss/contact](http://global.utexas.edu/iss/contact)

## **OTHER**

University Federal Credit Union (UFCU)

2244 Guadalupe Street, Austin, TX 78705

512-467-8080; [ufcu.org](http://ufcu.org)

9 a.m.–6 p.m. Monday–Friday

Frost Bank–Frost Tower Financial Center

401 Congress Avenue, Austin, TX 78701

512-473-4343; [frostbank.com](http://frostbank.com)

Taxis

American Yellow Cab: 512-452-9999 Austin Cab: 512-478-2222

Capital Metro Transit

512-389-7400; [capmetro.org](http://capmetro.org)

Emergencies: 911 (no area code required)