Requirements for the Indiana University Department of Central Eurasian Studies 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 who have identified IU resources critical to their research project.

2) The research topic must be within the CEUS study area. (Exceptions: IU-Peking Exchange Program and Rezler Gyula Scholar Program. CEUS Department is their sponsor.)
   - 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) Application must be submitted at least three months and preferably six to eight months in advance.

4) 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 seek department approval to invite you as a visiting research scholar, prepare your letter of invitation, coordinate receipt of your application materials, assist you with access to research resources and acclimation to our community, and meet regularly to discuss your research progress.
   - Send a letter or email to the professor to ask him/her to serve as your faculty sponsor. Include:
     4a) your curriculum vitae;
     4b) a brief description of the research project;
     4c) a description of the IU resources you have identified which make an IU visiting research scholar appointment necessary to your research project;
     4d) a description of the expected end product from the research (publication in a targeted journal or press, doctoral dissertation, new course development, etc.);
     4e) the proposed start date and end date for the visit to IU;
     4f) a copy of your passport name page showing passport name, date of birth, passport number, passport expiration date; and
     4g) a completed and signed IU ED form:
        - Go to [http://www.indiana.edu/~uhrs/pubs/forms/hrms/ed.pdf](http://www.indiana.edu/~uhrs/pubs/forms/hrms/ed.pdf). The Visiting Scholar appointment type is “Academic.” Leave blank the University ID# and Social Security # if you don’t have these. A faxed or scanned copy of the signed form is okay, but it must be signed.

   - 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 including the IU letter of invitation and full responsibility for gathering information the Department needs for the IU appointment and visa application. The sponsoring professor must comply with CEUS, IU, and US government policies, procedures and laws.

5) After receiving your curriculum vita and research plan, the faculty sponsor will draft a letter of invitation and send it with your CV (4a) and research plan (4b, 4c, 4d) to the CEUS department chair for written approval. (Copy the Department fiscal officer)
Some situations will require the faculty sponsor to send the scholar a second, revised letter of invitation later in the process, for example to specify exact start and end dates for the visit so the letter will match the DS-2019 application and prevent complications during the scholar’s visa interview at a US Embassy or Consulate.

6) The faculty sponsor will forward the scholar’s passport copy (4f) and signed ED form (4g) to Department fiscal officer immediately upon receipt. (Do not hold for receipt of Visa Questionnaire.) Department uses these to request creation of the University identity number used for the visa application and IU appointment.

7) International research scholars who need US J-1 Exchange Visitor visas must send the following items to the faculty sponsor.

   IMPORTANT: The faculty sponsor will hold items 7a-7d until all the items are received and complete before forwarding them for processing by Department.

   7a) A completed CEUS Visa Questionnaire.

   o Information should be submitted at least three months and preferably six to eight months in advance to allow time for CEUS and Indiana University processing, the embassy/consulate visa interview, etc. In some cases, the visa process could take six months or longer because of long waits for embassy/consulate interviews.
   ▪ See website http://travel.state.gov/visa/temp/types/types_1265.html for a list of countries eligible to travel to the US without a visa. US policy requires Canadians, Swedes and other visa waiver program travelers to present either a machine readable passport or a US visa at the US point of entry. For more information about temporary visits to the US (and possible updates since this CEUS website isn’t updated regularly), see www.travel.state.gov/visa/tempvisitors.html.
   o IMPORTANT: Non-US citizens will be denied entry at the US border if the passport expires within six months of arrival, so renew in advance of travel. It is not necessary to renew before submitting the ED Form or the CEUS Visa Questionnaire for preparation of the DS-2019 (J-1 visa) application form, but you must have the new passport before you enter the US.

   7b) Proof of English language proficiency that is sufficient to meet US J-1 Exchange Visitor visa requirements. The proof must be dated within the last twelve months.

   The U.S. Department of State accepts these objective measurements of English language proficiency:

   o A recognized English language test: Internet-based TOEFL minimum 105, or print-based TOEFL minimum 620, or IELTS minimum 7.5, or MELAB minimum 87); or
   o Signed documentation from an academic institution or English language school confirming proficiency level; or
   o A documented interview conducted by the faculty sponsor either in-person or by videoconferencing, or by telephone if videoconferencing is not a viable option; or
   o Confirmation that your native language is English.
   ▪ Usually confirmed by submitting evidence of completing at least three full years of secondary school in one of the following approved countries or having citizenship in an English speaking country.

   Research scholars who need additional English instruction should take English classes before applying to become a CEUS visiting scholar. The IU Intensive English Program is one study option to consider. See http://iep.indiana.edu.
7c) Proof of funding sufficient to meet US visa requirements for yourself and any accompanying dependents: or confirmation of participation in a donor-funded exchange or scholarship program administered by CEUS (IU-Peking Exchange, Rezler Gyula Scholar Program). See the CEUS Visa Questionnaire for details.

7d) Proof of medical insurance sufficient to meet US visa requirements for yourself and accompanying dependents:

- Insurance can be purchased in your home country if the coverage fully meets US visa requirements.
- Medical insurance can be purchased after arrival in the US but must be done quickly.
- See the CEUS Visa Questionnaire for coverage details.
GENERAL INFORMATION

In addition to aiding the IU appointment and visa application, faculty sponsors agree to assist the visitor to access IU research materials and IU faculty and to answer questions about Bloomington or about campus policies. Faculty sponsors are expected to maintain regular contact with their visiting scholar before and during the visit.

Visiting scholars receive academic status that permits a university identity card, full access to the library, an Indiana University 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 such as the CEUS-Peking University Faculty-Student Exchange Agreement or the CEUS-Rezler Gyula Scholar Program.

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. Each renewal also takes 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 while in the US. Scholars can purchase insurance after arrival, through a company affiliated with the university or through any other insurance provider. IU International Services sends information with the approved DS-2019 (J-visa) form. Short-term health insurance through an insurance company in the scholar's home country may be less expensive and is acceptable if the scholar brings proof the insurer will make payment for services received in the United States and if the insurance coverage fully meets the requirements for a US visa. Before purchasing insurance, scholars should confirm insurance requirements with IU International Services or a US Government website.

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/.

Indiana University 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.

The Department will send you a CEUS Visiting Scholar/Faculty “To Do” List Before/After Arrival in Bloomington to help you comply with visa requirements, get an IU ID card, IU Employee Bus Pass, etc.

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, [www.rps.indiana.edu](http://www.rps.indiana.edu). 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](http://www.visitbloomington.com). It may be difficult to reserve a hotel room at the start of the school year and during football or basketball weekends.

Some questions may be answered through the Search feature at the Indiana University website, [www.iub.edu](http://www.iub.edu). See also [https://ois.iu.edu/](https://ois.iu.edu/), then MENU > 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 (may require credit card or debit card instead of cash). See MISCELLANEOUS > Transportation in the following pages.
Your University ID (UID#): ______________

Note to hosting department: Submit an HRMS Add New Person edoc, attaching the visitor’s ED Form and passport name page. ANP edocs for international visitors route to OIS. Watch your Action List for an acknowledgement copy containing the visitor’s UID#. (Takes 2-10 days.) Use the UID# to submit an HRMS Hire edoc using your unit’s Academic Non-Employee Position Number and Action Reason No Pay/NPV. Although no-pay, the Hire edoc requires a Voucher Code and Account Number. Under the Administrative Posts tab, enter FV6 and NOP. The Hire edoc must complete routing before the visitor can activate an IU e-mail account to create an IU username and passphrase.

☐ Activate your IU e-mail account and internet password.

University Information Technology Services (UITS)
Herman B Wells Library Information Commons; Telephone: 812-855-6789
https://access.iu.edu/Email

Use your unique University ID number and birthdate to activate your IU e-mail account. If you activate the account before you come to Bloomington, you can use computers at IU immediately when you arrive. Your IU username and passphrase is also used to access IU electronic systems such as One.IU Employee Services, One.IU Classified Ads, IUCAT, etc.

- Go to https://access.iu.edu/Email.
  - If that doesn’t work, go to www.indiana.edu, go the bottom of the screen and select One.IU. At the top of the One.IU screen “What would you like to do?” type Create My First IU Account.
- Select Create my first IU computing accounts.
- Enter your last name, date of birth and University ID number.
- When you choose one of the suggested IU usernames, please choose the ending @indiana.edu.
- Also choose a Microsoft Exchange e-mail account.
- You’ll be asked to create a passphrase. Using a mix of capital and lower case letters, numbers and symbols is recommended.
- When that is done, you’ll be asked to answer personal questions. Three questions are enough. These are used if you request help online or by telephone instead of going in person to a University Information Technology Services (UITS) help desk. If you go to a UITS Help Desk in person, bring a photo ID.
- You can begin to send messages from your IU email account the same day you activate an IU email account, but cannot receive messages until the following day because the electronic system must refresh overnight.
- If you want to make changes your IU email settings in future, go to https://access.iu.edu/Email or to One.iu.edu and search for “Email.”

☐ Notify IU if your arrival date changes enough to require a new DS-2019 Form and/or a revised letter of invitation showing the new dates.

- Check your passport expiration date. International visitors will be denied entry at the US border if the passport expires within 6 months of the DS-2019 start date or US entry date. Renew in advance if your passport will expire less than 6 months past the date you plan to leave the US.

☐ See the International Scholar Pre-Arrival Guidebook sent to J-1 visitors by IU International Services. See https://ois.iu.edu/# MENU for additional details for scholars. The International Student Guidebook also has helpful information, https://ois.iu.edu/doc/2016_Intl-Orientation-FINAL.pdf.
Your University ID (UID#)________________

☐ Check in at Central Eurasian Studies Department (CEUS) to introduce yourself.

Central Eurasian Studies Department
Global & International Studies Building
355 N. Jordan Ave.
See Assistant to Chair Karen Niggle; room GA 3020; kniggle@indiana.edu; telephone 812-855-2398

Visiting scholars must complete a Personal Profile Form (PS) that shows past work experience and education. http://www.indiana.edu/~uhrs/pubs/forms/hrms/ps.pdf. As a courtesy, visa visitors should also bring the passport with visa stamp; DS-2019 form; and I-94 form. The I-94 form becomes available 1-3 days after you enter the US. Print your I-94 form using the secure website https://i94.cbp.dhs.gov/. Ask your faculty sponsor or Karen Niggle for help if you don’t have a printer.

☐ Check in at IU International Services (OIS) within 7 days of arrival. (VISA VISITORS ONLY).

Office of International Services
Poplars Building 221
400 E. 7th Street
Telephone: 812-855-9086; open 9:00am-3:30pm Monday-Friday
ois@indiana.edu
ois.iu.edu

BRING: Passport; visa; I-94 form; DS-2019 visa document; proof of health insurance; proof that your insurance coverage meets the US minimum requirements for accidents, illness, medical evacuation, repatriation and (women) maternity coverage. You can purchase insurance from any insurance company after you arrive in the US, but you must do it within 7 days of arrival and show proof to IU International Services (OIS). Short-term health insurance through an insurance company in your home country or “travel insurance” is acceptable if you bring proof the insurer will make payment for services received in the US, and if the insurance coverage meets the US minimum requirements. See http://ois.iu.edu/living-working/health/insurance/index.shtml for details.

NOTE: US border officials put an entry stamp in the passport showing the date of entry, port of entry, status of entry and duration of status. Print a paper copy of your I-94 form after you arrive in Bloomington using the secure website https://i94.cbp.dhs.gov/. It becomes available a few days after US entry.

• IU International Services must validate your arrival information in the US Student & Exchange Visitor Information System (SEVIS) or your visa program may become invalid and you cannot remain in the US. This must be done no later than 30 days from the program start date (box 3) on your DS-2019 so do this immediately after arrival even if you don’t have health insurance when you arrive. You must buy insurance and provide proof to International Services within 7 days of arrival.

NOTES: As soon as possible, give OIS your IU e-mail address so you can receive important information for visa holders during your stay in the US. • Monitor the International Services website for updates and instructions. • To maintain your visa status, promptly notify OIS of changes to be entered into the US Department of Homeland Security (DHS) Student and Exchange Visitor Information System (SEVIS) tracking system. This includes but is not limited to changes of address, intent to travel outside the US, and departure dates from the US. Contact OIS at ois@indiana.edu if you have questions.

☐ Visa visitors must attend an orientation session at the IU Office of International Services. Orientations are offered Fridays at 9:30am at Poplars Building 221.
☐ Get an IU photo identification card and
☐ IU Employee Bloomington Transit bus pass.

Campus Card Services/Campus Access
Indiana Memorial Union Building (mezzanine level); open M-F 8:30am to 4:30pm
or Eigenmann Hall at 10th & Union Streets (lower level; east entrance at the back of the building)
Open M-F 8:00am to 5:00pm
Telephone: 812-855-8711
http://cacard.indiana.edu/cacard/

Complete an ID Application Form at the Campus Access office. Bring your Indiana University ID number (UID#) and a photo ID. International visitors should bring a passport.

Also ask Campus Card Services for an IU Faculty/Staff Photo ID Bus Pass to use on city buses at no cost to you. IU pays Bloomington Transit for each ride.
If you **change your address** while in the US…

US citizens and visa visitors should give their new home address to Karen Niggle at CEUS so department and IU records can be updated.

Immigration regulations require all foreign nationals to **promptly** report changes of address. The IU Office of International Services asks all visitors to report the change of address within 10 days of moving to stay in compliance with federal law. This rule applies to F-visa and J-visa scholars, faculty and students, dependents, and H-1B, TN and permanent resident workers and their non-citizen dependents.

J-1 scholars can submit change of address updates through i-Start [http://istart.iu.edu/](http://istart.iu.edu/) to update the university system and SEVIS. See [http://ois.indiana.edu/](http://ois.indiana.edu/) for information or a downloadable AR-11 form. Failure to comply with this reporting requirement may result in termination of your visa.

**If you are a visa visitor and will travel outside the US…**

If you are a J-visa visitor and will leave the US for a brief period, it is important to contact IU International Services for a travel signature on your DS-2019 form so you can re-enter the US. This can be requested electronically at [http://istart.iu.edu/](http://istart.iu.edu/). Try to allow at least three weeks before travel. Travel signatures are valid for one calendar year or until completion of your program, whichever comes first.

If the visa stamp in your passport has expired or will expire before you will return to the US, you must apply for a new visa stamp at a US embassy or consulate abroad. Also carry a department letter to help you cross the US border.

If your program start/stop dates changed while at IU due to visa extension or other reasons, your DS-2019 dates won’t match the visa stamp in your passport. Contact IU International Services for instructions before travelling outside the US.

When you return to the US, bring to your department a copy of your **new I-94 form**. Also show the department and IU International Services any new US visa stamp in your passport. If you earn wages in the US, your employer will use these documents to submit an update to your I-9 Employment Eligibility form.

Each time you receive a new DS-2019, I-94, visa stamp, or passport, show it to your department. US employers must submit a new I-9 US Employment Eligibility form each time an employee receives a new visa document. Departments will also update details in IU systems.

**If you are a visa visitor and will not renew your visa to continue at IU**

Tell your department and IU Office of International Services the date you plan to leave the US if it differs from the departure date on your visa.

J-visa visitors can stay in the US up to 30 days beyond their DS-2019 end date for pleasure, including US travel, but cannot work after the DS-2019 end date.

Avoid scheduling return flights for your last legal day in the US. An unanticipated flight change or cancellation could delay your departure from the US and create complications. If an unavoidable flight delay such as weather or a mechanical problem will cause your departure from the US to exceed the 30 day J-visa limit, clearly explain your visa situation to your travel agent or to airline representatives in the US and ask them to check your itinerary and help you arrange alternate flights if necessary. This is imperative because international airports in some countries (France, England, etc.) restrict passenger arrival or transit within their airport if the US visa status is no longer valid - for example, arrival at their airport after the 30-day US J-visa grace period. In that situation, some countries require you to apply for an airport transit visa through their embassy or consulate in the US.
If you are a visa visitor and want to extend your visa to continue at IU...

If you need more time in the US to complete your research project, talk to your department and to International Services about a visa extension at least one month before your current visa expires.

Visiting Scholars seeking extension of their CEUS appointment must provide the department with:

- dates of extension, not to exceed 12 months per request (Visa visitors are also subject to US limits for the visa type; Short-Term J-1 visas cannot exceed 6 months total);
- demonstration of research progress and the need for continued access to IU resources;
- a letter or e-mail from the department faculty sponsor approving extension;
- a letter or e-mail from the department chair approving extension;
- plus the following, if you are a visa visitor:

All J-Visa holders seeking extension of their CEUS appointment must also provide:

- passport, current I-94 form, and current DS-2019 or other visa document;
- current US residential address;
- estimated dates of departure and re-entry to the US if you expect to travel outside the US;
- proof of sufficient financial support for the requested period;
- proof of sufficient medical insurance;
- IU prefers to receive a letter from the visitor’s home institution approving the extension of stay. If you are no longer employed by the institution listed when you applied for your current visa, provide a statement of current status such as “I am an independent researcher.”

If extension is approved and you receive new visa documents, show the new visa document to Karen Niggle at CEUS. Karen will prepare electronic documents to extend your IU appointment, which also extends IU e-mail and library access.

► Visa visitors must show documents to IU each time they receive a new I-94, visa stamp, passport, DS-2019 or other visa form.

Reminder: Scholars are expected to maintain regular contact with their IU faculty sponsor and their IU department.
**REQUIRED IF YOU RECEIVE SALARY, FELLOWSHIP OR OTHER US PAYMENTS**

- **Apply for a US social security card** if you are an international who will receive fellowship, salary or other US payments or will open a US bank account.

  United States Social Security Administration  
  515 W. Patterson Drive  
  Local telephone: 1-877-819-2594 (National phone 1-800-772-1213)  
  Open 9:00am-3:00pm Monday/Tuesday/Thursday/Friday; 9:00am-12:00pm Wednesday

  Visa visitors should wait to apply for a social security card until at least ten days after arrival in the US and after attending an orientation session with IU Office of International Services.

  BRING: Passport; I-94; DS-2019; local mailing address; and departmental letter of invitation. J-1 scholars who do not receive US income may be eligible to apply for a social security number, but it is not required.

  The form that’s needed to apply for a social security card is available at the Social Security Administration office or can be printed at [http://www.ssa.gov/ssnumber/](http://www.ssa.gov/ssnumber/). It is okay to use your IU department address as your local address. If you use your Bloomington home address, you must put your name inside the mailbox or the US Postal Service will not deliver the government letter. If that happens, call the SSA to request redelivery.

- **Before you leave the Social Security Administration office, ask them for a letter to prove you applied for a social security card.**

- **When the social security card arrives (10-30 days), show your IU department your social security number so they can finalize your IU appointment paperwork.**

- **If you applied for Tax Treaty, also show your social security card to the IU Tax Treaty Office (Poplars Building 527, 400 E. 7th Street).**

- **Show your social security card to your US bank.**

  **NOTE:** The US government issues one social security number per person per lifetime. If you lose your card, ask the US Social Security Administration for a replacement card, not a new number.

- **If you are paid by IU, complete payroll/tax forms on line.**

  Your department must initiate an electronic I-9 US Employment Eligibility Form and upload proof of your identity.

  Go to [https://one.iu.edu](https://one.iu.edu) and select Employee Center, then Payroll & Tax.

  - **W-4** (federal taxes)
  - **WH-4** (state and local taxes)
  - **Direct Deposit Authorization.** IU employees are expected to use direct bank deposit instead of receiving paper pay checks. You can start, stop or change payroll direct deposit information any time.

    Employees paid by direct bank deposit do not receive paper confirmation from IU on payday. Your current and historical IU paycheck information is available online at [https://one.iu.edu](https://one.iu.edu) Employee Center. If you have questions or problems with employee self-service, contact your department payroll staff, your campus payroll office, or [http://www.fms.indiana.edu/support/support_form.asp](http://www.fms.indiana.edu/support/support_form.asp).

    You need an active IU username and passphrase to access online pay information. If your IU appointment has ended you can ask your department or [http://www.fms.indiana.edu/support/support_form.asp](http://www.fms.indiana.edu/support/support_form.asp) for confirmation or a printout of your final pay. Or ask your department for a guest affiliate@ extension of your e-mail account.
OPTIONAL IF YOU RECEIVE SALARY, FELLOWSHIP OR OTHER US PAYMENTS

☐ Apply for US Tax Treaty participation if you are an international who will receive payment from IU.

IU Financial Management Services
Poplars Building 527
400 East 7th Street
Telephone: 1-812-855-5657
Fax: 1-812-856-4861
E:mail: taxpayer@indiana.edu

The US has tax treaties with more than 50 countries. If are not a US citizen or Permanent Resident Immigrant you may be eligible for reduced US taxes and FICA exemption. IU will determine your eligibility and prepare Form 8233 for your signature.

Complete the IU Tax Questionnaire online at http://ois.iu.edu/living-working/taxes/iu-tax-questionnaire.shtml. You’ll also need your passport; visa; I-94; DS-2019 or I-20, and your social security card or a letter proving you applied for a social security card or an ITIN card.

Tax treaties with some countries have time limits. Tax treaties use calendar years, not academic years, so treaty participation with a two year limit ends in the middle of your second IU academic year.

If you qualify for tax treaty, a new form 8233 must be prepared and signed at the end of each calendar year (November or early December) and each time you extend the visa end date.

There can also be limits on the amount you earn; treaty benefits are lost if your US earnings exceeds the limit. For more information see the IU Tax Treaty Office (Poplars 527).

NOTE: Tax treaty approval processing takes 15-45 days. The university must withhold taxes from payments you receive before treaty approval. Pre-treaty FICA taxes (but not Federal, State or County) may be returned to you by IU if the money was not already forwarded to the government. If IU is unable to return the pre-treaty FICA taxes to you, you can recover the money when you file tax forms with the US Internal Revenue Service the following spring.
IF YOU RECEIVED SALARY, FELLOWSHIP OR OTHER US PAYMENTS -
BEFORE YOU LEAVE...

If you received fellowship, salary or other pay in the US, you must provide a mailing address to receive W-2, 1042-S or other tax statements from your US employer in spring. W-2 statements show wages not covered under tax treaty; 1042-S statements show wages paid under tax treaty and/or scholarship/fellowship income. You will use these forms to file tax forms with the US Internal Revenue Service before the April 15th IRS deadline so make sure you provide a US address while you are in the US and a home country or other address when you leave.

If you were paid by Indiana University, your wage and tax statements will be mailed by IU Financial Management Services Tax Office.

To notify IU of your change of address:
- If your new address is in the US, you can change it yourself through https://One.IU > Employee Center > Employee Information.
- Change to a non-US address might require a paper Personal Data Change Form, http://www.indiana.edu/~uhrs/pubs/forms/hrms/change.pdf. Give the completed form to your department and they’ll send it to the IU Office of Academic Personnel Services or another appropriate office to change the address for IU personnel records and W-2 mailing.
- If you receive tax treaty benefits, also deliver a completed and signed Personal Data Change Form to the IU FMS Tax Office. They will enter your non-US addresses into the IU address record they use for 1042-S earnings statements. NOTE: Some employees who receive treaty benefits get both a W-2 and a 1042-S.
- If you left the US without changing your address with IU, send a completed Personal Data Change Form, a memo, a fax, or an e-mail message to give IU your new mailing address for tax purposes. The e-mail should come from your IU e-mail account. If you use regular mail or fax, include a legible copy of your passport name page or driver’s license, your social security number, and ask IU to send your tax forms to a specific address. The memo or fax must include a date and your signature.

IU Financial Management Services Tax Office  Department of Central Eurasian Studies
Poplars Building 527  Global & Int’l Studies Bldg, GA 3020
400 East 7th Street  355 North Jordan Avenue
Bloomington, IN 47405-3085  Bloomington, IN 47405
Tel. +812-855-5657  Tel. +812-855-2398
Fax. +812-856-4861  Fax. +812-855-2398
taxpayer@indiana.edu  kniggle@indiana.edu

- IU employees can choose to receive electronic W-2 forms. Go to https://one.iu.edu and enter your IU network ID and password. Then go to Employee Center. Those who select electronic delivery will be notified when W-2 forms are posted to the secure Web site in late January (earlier than delivery by U.S. mail). With the electronic option, employees may retrieve their W-2s at anytime from anywhere, and may request duplicate or corrected W-2s. • NOTE: An active IU username is required to access the information. Former employees with expired IU appointments can enter an additional (non-IU) email address to receive W-2 communications from IU and electronic access to their W-2. Former employees can retain access to One.IU (Employee Center) for this purpose until October 15 of the year following their termination. NOTE: This extended access is just One.IU and does not include email, IUware, etc.
- If you do not arrange for electronic delivery, the Form W-2 or Form 1042-S will be mailed to your IU Employee Home Address. Please review your address for accuracy in the One.IU Employee Center.

If you are outside the US in spring when US and Indiana tax forms must be submitted, you can print the US and Indiana tax forms from the internet. Federal: http://www.irs.gov. State: http://www.in.gov/core/taxes.html (IT-40 & CT-40) • With rare exceptions your completed tax forms must be received by the US Internal Revenue Service on or before April 15th. If you mail from a country that is recognized by the US government as having a valid postmark system, your tax forms will be considered timely filed if the postmark shows they were mailed on or before April 15th even though delivery will be completed after April 15th.
MISCELLANEOUS

All Bloomington campus phone numbers are area code 812.

Academic Calendar, IU Bloomington  http://registrar.indiana.edu/official-calendar/index.shtml

FALL SEMESTER 2016
Classes begin  Monday 22 August
Labor Day  Monday 5 September  (classes do not meet; offices are closed)
Fall Break  Friday 7 October
Thanksgiving Holiday  Monday-Friday 21-25 November  (classes do not meet)
CEUS office closed  Thursday-Friday, 24-25 November
Classes resume  Monday 28 November
Last class day  Saturday 10 December
Final Exams  Monday-Friday 12-16 December
Winter Break  through Sunday 8 January

SPRING SEMESTER 2017
Classes begin  Monday 9 January
M. L. King Junior Day  Monday 16 January  (classes do not meet; offices are closed)
Spring Recess  Week of 11-19 March  (classes do not meet)
Classes resume  Monday 20 March
Last class day  Saturday 29 April
Final Exams  Monday-Friday 1-5 May

Academic Courses, IU Bloomington

http://studentcentral.indiana.edu/register/register-classes/manage-schedule/schedule-classes.shtml

To see the full schedule in an easy to read text format, choose a semester then click the Research tab and select Text/HTML. CEUS visiting scholars are not permitted to register for courses.

Campus Card Services

University ID cards, IU employee Bloomington Transit bus card, etc.
http://www.cacard.indiana.edu
Indiana Memorial Union, Mezzanine Floor  812-855-1711 open M-F 8:30am to 4:30pm
Eigenmann Hall, 1900 E 10th St  812-855-2605  open M-F 8:00am to 5:00pm

Campus Map (printable)
www.iub.edu/~iubmap/IUBcampusmap.pdf

Central Eurasian Studies Department (CEUS)
Global & International Studies Building (GA)
355 N. Jordan Avenue  (Third floor, turn right when exiting the elevator)
Bloomington, IN 47405
www.indiana.edu/~ceus

Karen Niggle (department administrator), 812-855-2398, kniggle@indiana.edu; GA 3020
April Younger (administrative secretary/student program), 812-855-2029, ayounger@indiana.edu; GA 3024
Jackie Breeding (hourly clerical/faculty assistant), 812-855-2233, jmbreedi@indiana.edu; GA 3024
Jamsheed Chokey (chair), 812-855-2233, jchokey@indiana.edu; GA 3026
Toivo Raun (2016-17 acting chair), 812-855-2233, raunt@indiana.edu; GA 3026
Cell Phones:

Some visitors purchase new SIM cards for their existing phones. Many local stores can help you and their staff can help install new SIM cards at the time of purchase in their store.

Many local stores sell cell phones that have monthly pay plans. Some, but not all, cell phones have the option for monthly pay plans that don’t require contracts or for pay-as-you-go plans (no contract; pay monthly; some can add money mid-month if you need more minutes or data access).

Computers, Personal and IU Office:

See IU University Information Technology Services (UI TS) website http://uits.iu.edu/ or IU Knowledge Base https://kb.iu.edu/ for information on configuring your personal computer so you can VPN from home when you want to access files on your department desktop computer.

If you bring a laptop computer, UITS can help with settings for campus wireless service so you can use it on campus. UITS has an office in the lobby of the Wells Library. If you need an adapter to use your computer in the US and you don’t know what to buy, ask UITS.

If you live in a campus apartment, the housing office can give you a cable to connect your personal computer to the wall. It requires a different type cable than is usual off campus.

If you need an adapter to use your personal computer in the US, ask UITS what to buy. UITS has an office in the Wells Library Information Commons. Telephone 812-855-6789.

If you buy a new personal computer, the IU College Information Technology Office (CITO) can format it for you and install any software IU negotiated to be free for employees. IU has also made it easy to upload free software yourself. See http://iware.iu.edu/Windows. This free software is also available to no-pay visiting research scholars. The agreement states free software through IU should be used only while at IU.

IU also offers online and classroom instruction for software. One online source is https://ittraining.iu.edu/lynda/.

For information on free and discounted software, hardware and other discounts for IU Bloomington employees (including no-pay visiting scholars), see Employee Perks, http://www.indiana.edu/~iubperks/ and http://uits.iu.edu/page/amdp.

If you have email or other IU computer questions: University Information Technology Services, Herman B Wells Library Information Commons; Telephone: 812-855-6789.

Computing, University

The username and password for your IU e-mail account can access the internet through any computer terminal connected to the university network. Use the IU Knowledge Base http://kb.iu.edu/ to search for locations of campus computer labs, wireless access, dial up access, etc.

Course instructors receive printing allotments for use in campus computer labs, including the Library. In 2015-16 full and part-time faculty got 8.00 print credits. One credit (the equivalent of $1) allows 25 black and white pages or 4 color pages to be printed at an IU computer lab. See https://kb.iu.edu/d/aouh for details, a link to a list of printers and campus locations, and info on purchasing additional print credits. (NOTE: This is separate from the printing you do at our department.)

University Information Technology Services (Computer Support) Help Desk
Herman B Wells Library Information Commons or Indiana Memorial Union, Mezzanine Floor
Telephone: 812-855-6789
http://uits.iu.edu/
Knowledge Base

Many questions about computers and IU technology can be answered through the IU Knowledge Base, http://kb.iu.edu/. It’s also accessible from the campus home page, www.iub.edu.

You can type questions into IU Knowledge Base such as “Where are IU computing labs,” “New to technology at IU,” “What is IU Knowledge Base” or “IU apps.”

If you don’t find your answer there, call the IU University Information Technology Service, 812-855-6789.

Libraries, University

Your University ID card will allow you to check-out materials from the IU Herman B Wells Library (main library) and other IU libraries. Wells Library is located at the comer of Tenth Street and Jordan Avenue. You can search the collections online at www.iucat.iu.edu.

IU-Bloomington has a network of research libraries. Of special interest to many CEUS visitors is the Denis Sinor Research Institute for Inner Asian Studies, http://www.indiana.edu/~srifias/

Library hours will vary during holidays. Library hours are listed at http://libraries.iub.edu/.

Lost & Found, University

Ballantine Hall 031 (near the elevators)
Phone: 812-855-7372

Printing, Scans and Photocopies

US copyright restrictions and IU usage policies apply to scanning and photocopying, including but not limited to class materials. If the restrictions aren’t posted on the wall above the machine, ask your department.

CEUS moved its own scanner/photocopier to the Global and International Studies Building. Located in GA#3060, our machine can scan to a memory stick but is not connected to the internet so cannot send scans to email addresses. Instructions are posted above the machine in GA#3060.
Safety Escort Service

If you feel unsafe walking alone at night, call IU Safety Escort. The free service is available to both men and women. IU Safety Escort uses white mini-vans to give safe rides to students and staff on the IU Bloomington campus. For rules and regulations, see http://safety.indiana.edu/history.aspx.

The hours of operation are Monday - Thursday 8 p.m. to 1:45 a.m. and Friday/Saturday 8 p.m. to 11:45 p.m. – but only on nights that IU has classes the next morning (so not during holidays). To request a ride, call 812-855-SAFE (812-855-7233), and give your University ID number, your location, and your destination. Show your University ID card to the driver. It might take 5-10 minutes on hold.

There’s also an app called TapRide where you can log in with your IU username and passphrase and send a desired pickup location and destination directly to the van driver via an iPad in each vehicle. The driver responds with a confirmation and provides an estimated pickup time. Drivers can send a notification to your mobile device to let you know your ride has arrived. And you can see the location of the van on a map to know exactly where to meet the van. TapRide is currently only available for Android PlayStore and iPhone App Store.

NOTES: They stop accepting calls before the closing time if they've reached full capacity for that night. They do not take more than two riders from one location to the same location because three people walking together is considered safe. They do not transport non-students, including children of students or staff. You may ride only two times in one evening.

Pick up at the Herman B Wells Library is on the south side (the parking lot side, not the 10th Street side).

Search Features

The IU home page, www.iub.edu, features a search box, an A-Z list of IU offices and departments, and a Find People option, http://www.iub.edu/people/index.shtml. There are links to IU CAT (a wonderful resource for researchers), One.IU, Knowledge Base, Canvas, maps, email and more.

The IU Faculty/Staff and Departments Phone Directory is at http://phonebook.iu.edu/.

Telephones on Campus:

In an emergency, dial 911. The emergency operator will ask about your emergency and send the police, fire department or medical help (ambulance).

If you call 911 from a cell phone or computer, tell them where to find you.

If you call 911 from a land-wired telephone (like the phones in IU apartments) or from a campus phone for which the office location is registered, the operator will know your location. If you hang up without speaking to the 911 operator, or without saying you called 911 by mistake, police will be sent to the home/office address listed for that telephone. To make sure you’re safe, police will ask you to step outside your apartment door. They do this to insure no one inside the apartment is forcing you to say you’re okay.

The IU Faculty/Staff/Department Phonebook: http://phonebook.iu.edu/

The telephone number for the IU Bloomington campus operator is 812-855-IUIU. 812-855-4848.

To call from a campus telephone to a campus telephone:

Dial the last 5 numbers. For example, 855-2398 is 5-2398. Campus telephone numbers all begin 855-, 856-, or 857-.

To call from a campus telephone to a Bloomington number:

Dialing area code 812 or 930 is necessary for local calls because southern Indiana has an overlay of two area codes due to the large number of cell phones. We dial the area code even for local calls that will not incur long distance charges.

Because this is a new requirement, it will take time for print materials and websites to be updated. If you see a seven digit phone number for a Bloomington person of business, use the older area code 812.
From a Lync/HDvoice phone, including CEUS faculty office phones, dial the full 10 digit phone number including area code. For example, dial 812-####-####. Most CEUS faculty office phones require you to log into your computer before using the phone.

From an older land-line phone on campus, first dial 9 to get an outside line, then dial the full 10 digit phone number including area code.

To make a US long distance call from a campus telephone:

For CEUS/IU business, dial the 10 digit number.
For personal calls, follow the instructions on your personal long distance calling card.

To make an international call from a campus telephone:

If CEUS/IU business, come to department staff and we will dial the number for you using a department long distance calling code. Hungarian Chair can get a special code for international calls to arrange the Hungarian Chair conference.
For personal calls, follow the instructions on your personal long distance calling card.

Transportation

To see a video showing how to find Indianapolis Airport Baggage Claim and Ground Transportation and what to do if your luggage is lost or you arrive in late evening, go to https://ois.iu.edu/after-admission/arrival/index.html.

Airport Shuttle and Limousine Services:

See www.indianapolisairport.com for a map of the Indianapolis airport terminal. From the Menu, select Maps & Directions or Parking & Transportation. At the airport, follow signs to Ground Transportation. There are separate waiting areas outside Ground Transportation for each shuttle. Choose the GoExpress or Star of America waiting area for Bloomington/Indiana University (not West Lafayette/Purdue University).

Go Express / Bloomington Shuttle
www.bloomingtonshuttle.com
Telephone: 812-332-6004 (or 1-800-589-6004 toll free within US)
- Leaves the airport every two hours between 6:40am and 10:40pm. Leaves Bloomington every two hours with the earliest shuttle arriving at the airport at 6:30am. The shuttle stops at a few Bloomington hotels and on campus at the Indiana Memorial Union and two IU residence centers, including Campus View Apartments. You might need a taxi within Bloomington to reach your final destination. The cost is $18-$20 one way.
- Tickets can be reserved and purchased at the website or purchased from their vending kiosk machines using either cash or a major credit card. A machine is located inside each pick-up location.
- The shuttle drivers DO NOT sell tickets and cannot accept cash for transportation.
- The driver will appreciate a tip, usually 10% of the ticket price or $1 per bag.

Star of America Airport Shuttle Service
www.SOAshuttle.com/
Telephone: 812-876-7851 (or 1-800-228-0814 toll free within US)
- Leaves the airport every two hours between 6:20am and 10:20pm. Leaves Bloomington every two hours, with the earliest shuttle arriving at the airport at 6:10am. The shuttle stops at several IU campus locations, including the Indiana Memorial Union and Eigenmann Hall. You might need a taxi within Bloomington to reach your final destination. The cost is $18-$22 one way.
- Tickets can be reserved and purchased at the website or purchased in advance from their vending kiosk machines using either cash or a major credit card. A machine is located inside each pick-up location.
- The shuttle drivers can sell tickets (cash or credit card) on the bus, if seats are available.
- The driver will appreciate a tip, usually 10% of the ticket price or $1 per bag.
Carte Blanche/Classic Touch Limousine, Coach and Car Service

www.classictouchlimo.com
Telephone: 812-339-7269 (or 1-800-319-0082 toll free within US)

-Carte Blanche/Classic Touch is more expensive (a shared ride is approximately $86 one way), but offers 24 hour service and will take you to any address in Bloomington.

The limo usually carries several passengers so you might have to wait up to 30 minutes for other passenger flights to arrive.

Bicycles:


Bloomington Transit (city bus service): $1. Drivers cannot give change.

www.bloomingtontransit.com
$1. IU students ride free with valid student ID card. IU faculty/staff appointees, including unpaid Visiting Scholars, ride free with a special IU Employee bus card that allows BT to bill IU for each passenger. The IU faculty/staff photo ID bus card is available at Campus Card Services in the Indiana Memorial Union building and Eigenmann Hall. Bus schedules are available on the buses and at the website. The website also provides point to point directions based on the times you enter (so not always the easiest route).

Campus Bus Service: Free.

www.iubus.indiana.edu/campus_bus/index.html
7:30am-Midnight Monday-Friday; 8:40am-11:30pm Saturday; 10:30am-11:30pm Sunday
Free. Reduced schedule during holidays and breaks.
Bus schedules are available on the buses and at the website.

Cars:


IU Motor Pool provides emergency services such as tire changing or jump starts for cars legally parked on campus.

Parking:

There are two surface parking lots offering pay parking at the Indiana Memorial Union building at 900 E. Seventh Street. Fees are charged 7am-midnight daily. This is the most expensive parking option, but is half-price if you have your parking slip stamped at an IMU venue.

One-day Visitor Parking Permits ($10/day to park in employee parking spaces including EM-P spaces in the surface lot by the Global & International Studies Building when space is available) can be purchased at IU Parking Operations and the Indiana Memorial Union Hotel Desk, 900 E. Seventh Street.

There is limited metered parking for visitors in the surface lot beside the Global and International Studies Building and the Herman Wells Library. Meters in this lot are free on weekends for visitors. (If you park here and display an IU parking tag, you'll be ticketed.) Campus meters are enforced Monday-Friday from 7:00am to 10:00pm. Meters at campus housing are enforced 24/7.
Parking is free in IU parking garages on weekends. Hourly fees apply on weekdays. The parking garages nearest to the Global and International Studies Building and Wells Library are:

The Jordan Avenue Parking Garage is on Jordan Avenue between 3rd and 7th Streets.

The Fee Lane Parking Garage is one block north of 10th Street on Fee Lane. Fee lane is one block west of Jordan Avenue.

Also free on weekends are most Campus Housing (“CH”) parking spaces (but not metered spaces which require payment 24/7.). There are campus housing units east of the Global & International Studies Building. NOTE: CH meters require payment (no free period). Non-metered CH parking that is free on weekends includes CH spaces on 7th Street east of Jordan Avenue.

Rental Cars:
To rent a car in the US, you need a credit card, not a debit card.

Taxis:
- Yellow Cab, 812-339-9744
- White Cab, 812-334-8294
- Red Tire Taxi, 812-269-2690
- e2 Taxi 812-961-8294

Uber, download the app to a smartphone; create a user account at www.uber.com/sign-up

Visitor Information Center, Indiana University

www.indiana.edu/~iuvis/
9:30am-5:30pm Monday-Friday; 10:00am-4:00pm Saturday; 12:00pm-3:00pm Sunday
Located in the Carmichael Building near the corner of Kirkwood and Indiana Avenues.