

INDIANA UNIVERSITY BLOOMINGTON
JACOBS SCHOOL OF MUSIC

VISITING SCHOLARS
GUIDELINES, APPLICATION FORM,
AND OTHER INFORMATION

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CONTACT INFORMATION

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INDIANA UNIVERSITY BLOOMINGTON
JACOBS SCHOOL OF MUSIC

Visiting Scholar Application Procedure

Scholars in music who wish to conduct independent research while in residence at the Jacobs School of Music may apply to be a Visiting Scholar. Visiting Scholars have the opportunity to work with a faculty member, use the facilities of the William and Gayle Cook Music Library, and take advantage of other musical and intellectual resources of the Indiana University Bloomington campus.

Visiting Scholars are typically faculty, post-graduate researchers, or doctoral candidates at institutions other than Indiana University. Visiting Scholar appointments in the Jacobs School are restricted to researchers with valid projects requiring their presence on the Bloomington campus and consultation with a Jacobs School faculty member. Visiting Scholars are not permitted to enroll in courses (including performance, conducting, and composition lessons), participate in ensembles,* give scheduled recitals, nor are they permitted to teach. Only a limited number of Visiting Scholars are hosted by the Jacobs School in any given year.

Potential Visiting Scholars must first secure a faculty sponsor; the sponsor must be a Jacobs School of Music faculty member and should ordinarily have expertise in the area in which the applicant plans to do research. Applicants should not send a mass e-mail to multiple faculty, but rather identify the most appropriate faculty member based on their interests, and secure that faculty member's written agreement to serve as a sponsor before making an official application. The potential Visiting Scholar should include the faculty member's signed letter along with the other application materials.

How closely the Visiting Scholar works with the faculty sponsor should be worked out in advance, but the faculty sponsor should not be expected to provide assistance with personal matters, such as housing and transportation. Visiting Scholars are often welcome to participate in the professional life of their host department by attending colloquia and performances; the faculty sponsor can provide information on these opportunities. Visiting Scholars will meet with the Executive Associate Dean along with their faculty sponsor at the beginning of the residency to discuss their plans.

Visiting Scholars are ordinarily appointed for no more than 12 consecutive months. Requests for extensions should be made by the Scholar no less than one month before the end of the appointment (at least *three months prior to the end of the appointment* for international Visiting Scholars) and must be accompanied by (a) a detailed summary of the activities of the Scholar during the current appointment period; (b) the reason for the extension request and the research plan for the extended period; and (c) the faculty sponsor's endorsement of the request. Visiting Scholars should be aware that it is not always possible to grant extensions.

Please note that the Jacobs School of Music **does not** provide Visiting Scholars with the following:

- Salary, funds for travel, living expenses, or any other associated expenses. Any bills or fines incurred are the responsibility of the Visiting Scholar.
- Housing. It is the responsibility of the Visiting Scholar to obtain housing for the duration of the appointment.
- Performance, rehearsal, or practice spaces. Visiting Scholars are not eligible to formally reserve practice rooms or recital halls, nor are they eligible to give formally scheduled recitals.

* Those who wish to enroll in courses for credit should apply for **Visiting Student** status through the Office of Music Admissions and Financial Aid; see www.music.indiana.edu/admissions/application/visiting.shtml

HOW TO APPLY

- **Domestic scholars** should submit their application *a minimum of two months* before the proposed start date.
- **International scholars** should submit their application *a minimum of eight months* before the proposed start date to allow sufficient time to complete the J-1 visa request process, which can take four to six months.

A complete Visiting Scholar application must include the following:

- Completed application form
- Jacobs School faculty member's signed letter of commitment to serve as a Faculty Sponsor
- A one- to two-page proposal of the work and research to be accomplished while in residence, including a specific explanation of why working at the Indiana University Jacobs School of Music is necessary to facilitate this research
- A *curriculum vitae* and detailed summary of recent research

Applications are subject to the approval of the Executive Associate Dean and the Director of Graduate Studies.

WHERE TO SEND APPLICATION MATERIALS

Application materials may be sent by e-mail (PDF format), fax, or mail:

E-mail

bpoulsen@indiana.edu

Please include "Visiting Scholar Application" in the subject line

Fax

(812) 856-5006, to the attention of the Office of the Executive Associate Dean

Mail

Visiting Scholar Application
Bettina Poulsen, Administrative Secretary
Office of the Executive Associate Dean
Indiana University Jacobs School of Music
East Studio Building JS405
205 S. Jordan Avenue
Bloomington, IN 47405 USA

AFTER APPROVAL

Domestic Scholars

If the appointment is approved, the applicant will receive an official letter of invitation and a series of Indiana University Personnel Profile Forms that should be completed and submitted as soon as possible. These documents may be sent by e-mail (PDF format), fax, or mail. No other documentation will be required.

International Scholars

If the appointment is approved, the applicant will receive an official letter of invitation and a series of Indiana University Personnel Profile Forms that should be completed and submitted as soon as possible. International applicants must also submit the following additional documentation:

- copy of passport ID page
- copy of all dependent passport ID pages (for any family members who will be coming with the Visiting Scholar)
- copy of supporting documentation showing proof of finances

These documents may be sent by e-mail (PDF format), fax, or mail.

Once the Jacobs School has approved the appointment, the School will request Visa Certification (Form DS-2019) on the Scholar's behalf to permit application for a J-1 visa (any accompanying dependents must apply for the J-2 visa). When the Scholar's DS-2019 has been issued by the Indiana University Office of International Services, an e-mail confirmation is sent that includes an International Scholar Pre-Arrival Guidebook.

Applicants are encouraged to consult the website of the Office of International Services at: <http://ois.iu.edu/faculty-visas/j1/index.shtml> for additional information for J-1 scholars.

International applicants should be aware that the US Department of Homeland Security (DHS) now requires the collection of a one-time SEVIS fee of US\$180 from Visiting Scholars on J-1 visas. The fee must be paid by the applicant after the DS-2019 has been issued, before the J-1 is approved; details are available on the IU Office of International Services' Website: <http://ois.iu.edu/faculty-visas/j1/sevis-fee.shtml>

Health insurance coverage is mandatory for all international visitors and their families. Visiting Scholars are eligible for participation in IU health insurance plans and should contact International Services for information regarding enrollment; information is available on the OIS website at: <http://ois.iu.edu/living-working/health/index.shtml>

If comparable health insurance is provided by the Scholar's home institution, it will not be necessary to arrange insurance here. However, documentation in English of that insurance must be provided upon arrival on campus. This information should include the amount and extent of coverage.

AT THE CONCLUSION OF THE APPOINTMENT

At the conclusion of their appointments Visiting Scholars are expected to submit to their faculty sponsor and to the Executive Associate Dean a concise but detailed written summary of the research and any related activities undertaken during their period of residency at the Jacobs School of Music.

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Visiting Scholar Application Form

Applicants should submit the following:

- Completed application form
- Jacobs School faculty member's signed letter of commitment to serve as a Faculty Sponsor
- A one- to two-page proposal of the work and research to be accomplished while in residence, including a specific explanation of why working at the Indiana University Jacobs School of Music is necessary to facilitate this research
- A *curriculum vitae* and detailed summary of recent research

Prospective Scholars will be notified as soon as the application has been considered. Questions concerning the application process may be addressed to Bettina Poulsen (bpoulsen@indiana.edu, 812-855-5541).

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Date of application (MM/DD/YY): _____

Name: _____ **Date of birth (MM/DD/YY):** _____

Mailing address: _____

E-mail address: _____

Proposed dates of appointment (*not to exceed 12 months*):

Start date (MM/DD/YY): _____

End date (MM/DD/YY): _____

Academic area (*required*): _____

Name of faculty sponsor (*required*): _____

I am a US citizen or permanent resident ___ YES ___ NO

For international scholars only:

Test of English as a Foreign Language (TOEFL) Score

International scholars whose native language is *not* English must submit a TOEFL score that meets the minimum requirements listed below. The scholar should make arrangements to take the test through the **Educational Testing Service (ETS)**:

http://www.ets.org/toefl/ibt/register?WT.ac=toeflhome_ibtregister_121127

Your test score should be reported to the Jacobs School of Music by the ETS using the code **B044** (B-zero-44).

Minimum acceptable test scores:

Paper-based minimum score: 600

Computer-based minimum score: 250

Internet-based minimum score: 100

Do you plan to bring your family with you?

NO

YES *If yes, how many dependents?* _____

PLEASE NOTE Before the Office of International Services can approve any J-1 visa requests, international Visiting Scholars must provide proof of financial support for the duration of the appointment (at a minimum, US\$1,200 per month for the J-1 scholar, US\$500 per month for the first J-2 dependent, and US\$300 per month for each additional J-2 dependent). This documentation does not need to be supplied with the initial application, but Visiting Scholars must be ready to submit the documentation if the appointment is approved.

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Travel and Housing Information

Travel Arrangements

When making reservations for air travel, Visiting Scholars should be sure to confirm that the final destination is **Indianapolis, Indiana** (international airport code: IND). The Indianapolis International Airport is located approximately 50 miles north of Bloomington.

Transportation from Indianapolis to Bloomington

- Bloomington Shuttle Service: www.bloomingtonshuttle.com/
- Limousine Service (*shared ride, or private*): www.classictouchlimo.com/

Housing

The Jacobs School of Music does not arrange housing for Visiting Scholars. Visiting Scholars are expected to make their own living arrangements. Housing information is available on the following Websites:

On campus

- IU Residential Programs and Services: www.rps.indiana.edu/guesthouse.cfml

Off campus

- The *Indiana Daily Student* (student newspaper) <http://www.idsnews.com/news/Directories/housing/default.aspx>
- Apartment rental websites: www.apartmentguide.com and www.apartmentlist.com
- Vice Provost for Faculty and Academic Affairs (*a list of temporary housing listed by faculty on sabbatical or other types of leave*) www.indiana.edu/~vpfaa/bloomington/housing/available.shtml

A Web search for “Bloomington Indiana apartments” will yield a list of many of the major apartment leasing agencies in town.

International Visiting Scholars may also wish to contact the student organization associated with their home country for suggestions. A list of international student organizations can be found at: <http://ois.iu.edu/living-working/to-do/organizations.shtml>

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Campus Services for Visiting Scholars

Visiting Scholars at the Jacobs School of Music may find the following resources useful during the period of their appointments.

Jacobs School of Music Events

www.music.indiana.edu/events/

The William and Gayle Cook Music Library

Visiting Scholars may apply for a study carrel, subject to availability.

www.libraries.iub.edu/index.php?pageId=90

Campus Card Services

Visiting Scholars are encouraged to obtain a university ID card. This card will serve as an official photo ID and can also be used as an Indiana University library card, a Recreational Sports pass, and a debit card using the Campus Access program.

812-855-8711

www.cacard.indiana.edu/cacard/

Parking Operations

Campus parking permits are eligible for purchase by Visiting Scholars. Please consult the Parking Operations Website for permit prices and a map of campus parking lots.

812-855-9848

www.parking.indiana.edu