

Information for KITP Program Participants

Dear Colleague:

You are receiving this e-mail in connection with your recent letter of invitation to participate in a KITP program. We hope that your visit will be a smooth and productive one. If you have not already confirmed your attendance, please do so as soon as possible.

Most invitations start on a Monday and end on a Friday. Your invitation tacitly includes weekends or holidays surrounding your visit, but you will not be issued an entry key to the building until staff members are present.

To begin the preparation for your visit, please go to our **“Visit Info”** page, where you will find information pertaining to housing, computing, visas, etc. The link to this page is available by clicking on the header on nearly every one of our web pages. In particular, please note:

1) Forms to Complete:

a) Housing — Information about housing – and the Housing Application form – are available at the site listed above. Please read the housing information before you complete the form! Good housing is very scarce in the Santa Barbara area, and in order for us to take advantage of appropriate rental units, we must have as much time as possible to do so. If you have any questions, please phone Monica Curry at (805) 893-6346 or contact her by e-mail at monica@kitp.ucsb.edu.

b) Declaration of Immigration Status — If you are **not** a U.S. citizen, this form is required to process your reimbursement. Please send the signed form to me prior to your visit, if possible.

c) Family Fund Questionnaire — If you will be coming for four weeks or longer and anticipate bringing children, you may apply for additional financial assistance if needed. For further information, go to our “Visit Info” web page.

2) General Information:

a) Parking on Campus — If you plan on driving to campus, please be aware that daily parking rates can be costly, \$8.00 per day. If the daily option is appropriate for your stay, you will need to drive to Parking Services to purchase a one-day permit. For longer stays, you may want to purchase a long-term parking permit at the more economical rate of \$56.00 per month. Be sure to identify yourself as “a KITP visitor/faculty member” to obtain the academic permit eligibility status. The staff can give you a map and directions to the Lot 10 structure. Permits are required at all times and can be purchased from the parking lot pay machines after business hours (8am-5pm, M-F) when the Parking Services office is closed. For further information, consult our “Visit Info” page.

b) Visa Issues — If you are not a U.S. citizen or U.S. permanent resident, please pay careful attention to the visa information on our website. If you plan to come on the

waiver, please note that you now must have a Machine Readable Passport (MRP) – *no exceptions*. In order for us to reimburse you, you must obtain a **W-B** or a **W-1** status when you enter the U.S. If you do not **ask** for the waiver for business and come here with a waiver for tourism, you will not be able to get reimbursed.

NEW: Effective January 12, 2009. *Even if you have traveled on the waiver, you **must** complete a new online Waiver Authorization form online.* Go to ESTA (Electronic System for Travel Authorization) at http://www.cbp.gov/xp/cgov/travel/id_visa/esta/. For further information, please visit our web page at: <http://www.kitp.ucsb.edu/visitors/info/mso/waiverupdate.php>.

If you come on the B- visa, be sure to request the **B-1** status for business when you enter the U.S. This visa allows visitors to be reimbursed for travel expenses and subsistence. If you need assistance with another type of visa, please let me know as soon as possible so that the necessary paperwork can be started.

If you will have a visa (J or H) issued by **another institution**, please contact me for instructions.

c) Reimbursements — If you will be visiting the KITP for *a month or less*, you will receive one reimbursement check just prior to your departure. We **cannot** advance funds, so you will want to make any financial arrangements necessary prior to your arrival to assure that you will have sufficient funds while you are here. Please see the web site for more detailed information.

d) Office Space — Because of the popularity of our programs, all offices must be shared by two participants.

3) Affiliate Visitor Nomination

The Institute has limited space and cannot accommodate uninvited postdocs or students. Long-term participants (visiting for four weeks or longer) may wish to have a postdoc or student visit; if so, please complete the *Affiliate Nomination Form*, the link to which may be found in your account in our HERALD application system after you have accepted your invitation. In general, the policies concerning the duration of their visits are the same as for program participants. We will invite as many as space permits. **Unless KITP has a special grant for your program, affiliates must be fully financially supported by their mentors.**

You also may wish to consider nominating your top student for our *Graduate Fellows* program, for whom KITP does provide full financial support. This does require a semester-long commitment from the student. If you are interested, information is available online.

Finally, when your plans are firm, please send a message to myvisit@kitp.ucsb.edu with the date and time of your arrival. In the meantime, if you have any questions, or if I can assist you in any way, please let me know.

Timber Kelley
timber@kitp.ucsb.edu

* If you have questions about alternative dates or financial arrangements, you should contact directly the Deputy Director, Martin Einhorn, meinhorn@kitp.ucsb.edu.