**Microsoft Research PhD Summer School 2015**

**Microsoft Research Limited**

**Cambridge, United Kingdom**

*29 June – 3 July 2015*

<http://research.microsoft.com/2015summerschool/>

**Business Travel Support Letter Questionnaire**

**Complete all questions in the questionnaire and return to** [**vvletter@microsoft.com**](mailto:Vvletter@microsoft.com)

In Word 97 to 2003, select File, Send To, Mail Recipient (as Attachment)

|  |  |  |
| --- | --- | --- |
| **Personal Information** | | |
| First Name: | *Enter* *your first name as it appears in your passport.* | |
| Middle Name: | *Enter* *your middle name as it appears in your passport.* | |
| Last Name (Surname): | *Enter* *your last name as it appears in your passport.* | |
| Gender | Male  Female | |
| Email: | *Enter your email address* | |
| Home City, State/Province: | *Please enter the address where you currently reside* | |
| Home Country: |  | |
| **Immigration Information** | | |
| Nationality: | *The country that issued your passport.* | |
| Country of Birth: | *The country where you were born.* | |
| Country of Residence: | *The country where you currently reside.* | |
| Passport Number: |  | |
| Consulate or embassy where you will apply for a visa: | *City and Country where embassy or consulate is located*  *If you already have a valid visitor visa stamp, enter “Have Visa”*  *If you are traveling on the visa waiver program, state “Visa Waiver”*  *If you are a Canadian citizen, enter “Visa Exempt”* | |
| **Employer Information** | | |
| Employer’s Name: | *Provide the name of the company or Microsoft subsidiary where you work. Example: Microsoft Corporation or Microsoft Ireland Operations Ltd.* | |
| Work City: |  | |
| Work Country: |  | |
| Work Phone Number: |  | |
| Job Title: |  | |
| Job Description: | *Please describe your job in detail, using 4 to 5 sentences.* | |
| **Travel Information** | | |
| Who will be responsible for your travel expenses: | |  |
| Country traveling from: | |  |
| **Delivery Information** | | |
| Address (Please note: no P.O. boxes): | *Enter the full address if you want the letter to be mailed to you, including city, state/province,* ***postal code*** *and country. If the recipient is different from the traveler, please provide the name of the individual who the letter will be in care of.* | |
| Contact Phone Number: | *Enter the phone number that you can most easily be reached at in case there are delivery problems.* | |
| Email Address: | *Enter the email address if you want the letter to be emailed to you* | |

# Visa Waiver Program for Traveling to the U.S.

**You may be eligible to enter the United States without a visa if you are a citizen of one of the following countries:**

|  |  |  |
| --- | --- | --- |
| Andorra | Iceland | Portugal |
| Australia | Ireland | San Marino |
| Austria | Italy | Singapore |
| Belgium | Japan | Slovakia |
| Brunei | Latvia | Slovenia |
| The Czech Republic | Liechtenstein | South Korea |
| Denmark | Lithuania | Spain |
| Estonia | Luxembourg | Sweden |
| Finland | Monaco | Switzerland |
| France | The Netherlands | United Kingdom |
| Germany | New Zealand |  |
| Hungary | Norway |  |

\*Please note: Canadian citizens do not require a visa stamp to enter the United States.

To qualify to enter the United States under the Visa Waiver Program, you must be a citizen of one of the qualifying countries. You must also have a machine-readable passport or e-passport from your country of citizenship, and a round-trip transportation ticket on a major carrier that participates in the Visa Waiver Program. Individuals entering under the Visa Waiver Program should have a completed and signed form I-94W (Nonimmigrant Visa Waiver Arrival-Departure Record), and have no visa ineligibilities. If you have been refused a visa before, denied entry to the U.S., have a criminal record or are otherwise ineligible for a visa, you cannot travel on the Visa Waiver Program and you must apply for a visa to the U.S. at a U.S. Consulate outside of the U.S. Also, visitors using the Visa Waiver Program are not eligible for extensions of stay or changes of status to another nonimmigrant or immigrant category. To maintain your status, you must leave the U.S. before the date shown on your I-94W card, which is generally 90 days after your admission.

Individuals who wish to use the Visa Waiver Program should pre-register using the [Electronic Travel Authorization System](https://esta.cbp.dhs.gov/esta/esta.html?_flowExecutionKey=_c1F40890E-D88E-5972-414B-F63ED3DDE775_kC4D9DE6F-FA8B-9481-9551-622885F800D8) (ESTA).

A machine-readable passport contains two typeface lines printed at the bottom of the biographical page. (See the example below).

