



## Visitor Information Sheet

(Please type or print)

Family name

First name

Department

Institute

Address

Office phone number

Home phone number

Fax number

Email address

### Position

Year PhD Awarded: \_\_\_\_\_ ☐ Professor ☐ Postdoc ☐ Grad. student ☐ Other: \_\_\_\_\_

If different from above, where can we contact you prior to your arrival?

### Please check the appropriate box below:

☐ U.S Citizen ☐ U.S Permanent Resident ☐ Non-Resident Alien

Country of citizenship

Current visa

### Expected dates of your visit to Seattle:

Arrival date and time (mm/dd/yyyy)

Departure date and time (mm/dd/yyyy)

### HOUSING INFORMATION:

Do you need housing arranged?

☐ Yes ☐ No

☐ Silver Cloud

☐ Watertown

☐ University Inn

☐ Marriott

☐ Other: \_\_\_\_\_

### Hotel Information (if applicable):

☐ Single (1 person)

☐ Double (2 persons):

☐ One bed

☐ Two beds

### REQUIRED to guarantee hotel:

Credit card number

Expiration date (mm/yy)

## FOR SECURITY REASONS, DO NOT EMAIL - Fax this form to 206-543-3447

Please return this form as soon as possible.

**Farha Habib**

Institute for Nuclear Theory  
University of Washington, Box 351550  
Seattle, WA 98195-1550  
(Phone: 206-685-4286)

## LODGING INFORMATION

(Last updated on May 31, 2018)

University rates are listed -- these are subject to change without notice. Please plan to book quickly to ensure a lower lodging rate. Add 15.6% tax to rates unless otherwise indicated. **24 hour cancellation policy on all reservations unless otherwise indicated.** Reservations must be guaranteed with a credit card. General hotel information is also available from our website: <http://www.int.washington.edu/hotels.html>. All hotel rooms are non-smoking.

To have a better idea of where each hotel is located from the INT offices, you can look at Google maps: <https://drive.google.com/open?id=1JHRIAW2N4oE23ocl-iSYj347CTI&usp=sharing>

***Please check hotel reviews online to see if it fits your needs. Rates are subject to change based on availability.***

**Residence Inn by Marriott** -- 4501 12th Ave NE, Seattle, WA 98105; (206) 322-8887

<http://www.marriott.com/hotels/travel/seaud-residence-inn-seattle-university-district/>

New apartment-style lodging (open Sept 2015), approximately 15-20 minute walk from the INT offices. All suites have fully equipped kitchens, separate living areas, and balconies. Underground parking available for \$25/night. Continental breakfast buffet included, complimentary coffee and dessert each evening. Fitness room with indoor pool/whirlpool/sauna. Free local phone calls, coin-operated guest laundry. Rates available upon request.

**Silver Cloud Inn** -- 5036 25th Ave. NE, Seattle, WA 98105; (206) 526-5200

<http://www.silvercloud.com/university>

Approximately 25 minute walk (or 10 minutes by bicycle) from the INT offices. University Village Shopping Center is nearby. Fitness center, guest laundry, free local phone calls, internet access, on-site parking and local area shuttle. Refrigerator, microwave and coffee maker in all rooms. Hot breakfast included.

### **January 1 – May 31, 2018**

\$165 + tax for King Rooms

\$185 + tax for Double Queen Rooms

\$205 + tax for King Mini Suites

### **October 1 – October 31, 2018**

\$195 + tax for King Rooms

\$215 + tax for Double Queen Rooms

\$235 + tax for King Mini Suites

### **June 1 – September 30, 2018**

\$225 + tax for King Rooms

\$245 + tax for Double Queen Rooms

\$265 + tax for King Mini Suites

### **November 1 – December 31, 2018**

\$165 + tax for King Rooms

\$185 + tax for Double Queen Rooms

\$205 + tax for King Mini Suites

**Watertown** -- 4242 Roosevelt Way NE, Seattle, WA 98105; (206) 826-4242

<http://www.watertownseattle.com>

Approximately 15 minute walk from the INT offices. Fitness room, guest laundry, and on-site garage parking. Free local phone calls, high-speed internet access and Wi-Fi in each room. Free loaner bicycles available to guests and free local shuttle service available by reservation. A standard room has a coffeemaker, microwave, small refrigerator, and an "a la carte" special amenity selection (see website for descriptions). Breakfast not included, but there is a café on site. **If booking with the INT rate, amenity and parking fees should be waived.**

### **January 1 – April 30, 2018**

\$133/night + tax for a studio king/double queen room

***[Continue to next page for more information]***

**May 1 – October 31, 2018**

\$192/night + tax for a studio king/double queen room

**November 1 – December 31, 2018**

\$133/night + tax for a studio king/double queen room

*Watertown upgrade to a View Studio King or Studio Double Queen has additional upgrade fee.*

**University Inn** -- 4140 Roosevelt Way NE, Seattle, WA 98105; (206) 632-5055

<http://www.universityinnseattle.com>

Approximately 15 minute walk from the INT offices. A seasonal heated outdoor pool and on-site parking. Access to fitness facility at Watertown (see below). Free hotel-wide Wi-Fi internet access. A deluxe room has a coffeemaker, microwave and small refrigerator. Premier rooms have the same amenities as well as a sitting area with queen size sleeper sofa. Continental breakfast included. **If booking with the INT rate, amenity and parking fees should be waived.**

**January 1 – April 30, 2018**

\$119/night + tax for a traditional room

\$129/night + tax for a deluxe room

\$139/night + tax for a premier room

**November 1 – December 31, 2018**

\$119/night + tax for a traditional room

\$129/night + tax for a deluxe room

\$139/night + tax for a premier room

**May 1 – October 31, 2018**

\$155/night + tax for a traditional room

\$165/night + tax for a deluxe room

\$175/night + tax for a premier room

**College Inn Guest House** -- 4000 University Way NE, Seattle, WA 98105; (206) 633-4441

<http://www.collegeinnseattle.com/>

Approximately 5 minute walk from the INT offices. A dormitory (or hostel) style lodging house; simple period furnishings; a men's & a women's bathroom are shared with each floor. Room rates start at \$60-\$100 per night (single) including a simple continental breakfast. All rooms are non-smoking. American Express credit cards are not accepted. Please note that there are many stairs and no elevator. 48 hour cancellation policy.

**Privately-owned Accommodations (Sublets & Rentals)**

Note: There are strict requirements regarding reimbursement of private rentals, and some costs associated with a rental may not be allowable. If a private rental is a possibility for you, please contact us immediately for more information, or the INT might not be able to reimburse you.

- Lodging with family, friends, or colleagues is not reimbursable.
- If you will be reimbursed by the INT for your lodging, the property owner cannot be an employee of the INT or the Physics Department.

**Documentation needed:**

1. Copy of rental housing advertisement (must be publicly advertised; AirBnb and VRBO web listing OK)
2. A copy of the rental agreement with names, address of property, dates, amount
3. Original receipt with renter's name, address of property rented, dates of the rental, and the amount paid, signed by the property owner

**[Continue to next page for more information]**

**Absence from Seattle during the rental period:**

- If the absence is for a personal reason (e.g., vacation) the prorated cost for the absent nights will not be reimbursed.
- If the absence is for a work-related reason for a few days (e.g., official business that requires the visitor's presence at their home institution, attendance at a physics conference elsewhere), reimbursement for the absent nights will be allowed if the reason is explained on the travel expense voucher and the INT has documented that the rental cost is still less than other commercial lodging for the actual nights of occupancy.