

Colloquium Speaker/Visitor Information Sheet

Colloquium Speaker

Short Term Visitor

Other

Name of Visitor: _____ Social Security #: _____

Honorarium and Incidental Expense Reimbursement Information*:

- U.S. citizen:** Social Security Number required.
- Alien Resident card holder:** Copy of Resident Card and Social Security Number required.
- J-1 visa sponsored by another employer:** Department must contact General Counsel's Office to request a letter of authorization from their sponsoring employer to visit Notre Dame. After arriving at Notre Dame a copy of their J1 visa with date stamp, I-94 card and a copy of the DS-2019 (formerly IAP-66) form is required.
- J-1 visa sponsored by Notre Dame:** Department must prepare appropriate paperwork and contact General Counsel's Office to obtain an DS-2019 so that they can get an I-94 card upon enter into the US. After arriving at Notre Dame a copy of their J1 visa with date stamp, I-94 card and a copy of the DS-2019 form is required.
- H-1 sponsored by another employee:** Reimbursement of expenses are permitted. Honorarium payments are **NOT** permitted. For reimbursements, after arriving at Notre Dame, a copy of the individual's I-94 card (indicating H-1B status) is required.
- B-1, B-2, W-B, or W-T status:** There are two criteria that they must meet for reimbursement; (1) the visitor is engaged in the activity being compensated for any portion of nine days or less, and (2) the visitor has not been paid or reimbursed by more than five other U.S. institutions or organizations during the past six months. If these two criteria are met then a copy of their visa with date stamp and I-94 card, along with the completed "Compliance Statement for Payments to Visitors in Business or Tourist Status" form and tax treaty form (if applicable) is required.
- F1 Visa:** The graduate student should arrange to have his/her own university pay for the hotel and expenses, and Notre Dame will reimburse their university. A copy of the F1 visa with date stamp is required.
- Canadian Visa:** They need to obtain an I-94 card (and present a copy of the Notre Dame invitation letter to INS officials as support when requesting the I-94 card) and request B-1 visa status when entering the US. A copy of their Canadian Visa along with their I-94 card is required.

**The above mentioned requirements are subject to change without notice and are also just a limited amount of information. More than likely your visitor will fall into one of the above mentioned categories but there will be exceptions that will need a call to the General Counsel's Office for further requirements. Please make sure you know what status your visitor is entering on prior to their visit so there aren't any reimbursement surprises in the end.*

Institution: _____

Reimbursement Address: _____

Arrival Date: _____ Lodging: First Preference: _____

Departure Date: _____ Second Preference: _____

Host: _____ Dept. Office No.: _____ Smoking or Nonsmoking (please circle one)

Scheduled Talk(s)**: Colloquium Other _____

**Please make sure that Judy has the title and abstract of your visitors talk in enough time for the mailings and posting of the announcement.

	Type	Date	Time
--	------	------	------

Expenses***:	Amount:	Account No.:
<input type="checkbox"/> Travel:	_____	_____
<input type="checkbox"/> Lodging:	_____	_____
<input type="checkbox"/> Honorarium:	_____	_____
<input type="checkbox"/> Per Diem:	_____	_____

***Original receipts ONLY accepted by accounting dept.

Approval: _____
(Signee is responsible for expenses if visa is not appropriate).

Approval: _____
(Signee of account being charged for expenses).