



## Procedures for Inviting a One-Time Visitor

Often foreign visitors are invited to Rice for only a short visit with the purpose of presenting a lecture or workshop, or attend a conference, etc. There are several important steps the department hosting the visitor must take in order that the foreign national receive the proper payment. This can be a complex process. However, if the proper steps are taken well in advance of the arrival of the visitor, there should be no problem with the payment process.

Most importantly, the visitor must come on the proper visa, in order to receive payment of any kind. The visitors may be paid in the form of *honorarium* (with or without reimbursement), or *reimbursement for expenses only*. Requirements for foreign nationals who are coming from outside the USA are different from those already in the US who are coming from inside the U.S. Please note that these instructions apply only to foreign visitors on non-immigrant visas, and not to U.S. Permanent Residents or U.S. citizens.

Our hope is to bring foreign one-time visitor to Rice on a B-1 or B-1/B-2 visitor visa or on the visa waiver program, as these options are easier for the foreign visitors. However, if the visitor is ineligible to enter the USA on one of these visas, then they must enter the USA on a J-1 visa. (See instructions for applying for a J-1 visa).

### **Sections:**

- I. Procedure for Paying Honoraria to One-Time Visitors (Visitor is Outside the USA)
- II. Procedure for Applying for a J-1 visa for One-Time Visitor/Visitor who is Outside the USA
- III. Procedure for Paying Honoraria to One-Time Visitors on J-1 visa who is Inside the USA
- IV. Procedure for Reimbursement for Expenses Only



**Section I: Procedure for Paying Honoraria to One-Time Visitors (Visitor is Outside the USA)**

- Department: Department notifies Office of International Students & Scholars (OISS) of intent to invite foreign national (or of offer already made). Department provides OISS with:
1. Visitor's name
  2. Visitor's email address (or fax if email is not available)
  3. Copy of offer/invitation letter or invitation email
- OISS: Sends questionnaire for foreign visitor to answer. Upon receipt of questionnaire, OISS makes determination of appropriate visa status foreign visitor needs in order to be paid an honorarium. OISS advises foreign visitor, the department, and Payroll of the appropriate visa determination for honorarium.
- Department: Upon notification as to the appropriate visa type, the department must contact the Payroll Office (713-348-3444) to file taxation paperwork. Remember that this process takes a minimum of two weeks to process. Further a check request is filed with this office.
- When the Visitor arrives: If all procedures have been completed, the check should be ready for pick up from Payroll. A copy of the I-94 or entry stamp showing B-1, B-1/B-2, or visa waiver, plus the ID page on the passport must be made and sent to Payroll before check is released.

**Section II: Procedure for Applying for a J-1 visa for One-Time Visitor/Visitor who is Outside the USA**

- Department: If it is determined that the foreign visitor must enter on a J-1 visa, the department must send the documents required. For the complete process, visit: <http://oiss.rice.edu/gateway.aspx?id=246>. Please note that entire process of issuing DS-2019 and applying for the visa may take up to 3 months.
- OISS: OISS will process the visa documentation, i.e. DS-2019 form, with instructions for applying for a visa. OISS will contact the department for pick-up when the immigration documents are ready to be sent to the visitor.
- Foreign Visitor: The foreign visitor will take the DS-2019 form and letter of offer to the U.S. Consulate abroad to apply for a J-1 visa. He/she must enter the U.S. on a J-1 visa status. Upon arrival to the U.S., the



visitor must come to OISS with his/her passport and DS-2019 form for check-in. The visitor will then visit Payroll to complete the I-9 form.

Department: The department makes copies of the documents needed to process a check request for payment.

### **Section III: Procedure for Paying Honoraria to One-Time Visitors on J-1 visa who is already Inside the USA)**

Department: Department notifies Office of International Students & Scholars (OISS) of intent to invite foreign national (or of offer already made). Department provides OISS with:

1. Visitor's name
2. Visitor's email address (or fax if email is not available)
3. Copy of offer/invitation letter or invitation email

OISS: Sends questionnaire for foreign visitor to answer. If it is found out that the visitor is currently on J-1 visa and inside the U.S., OISS will request the visitor to obtain a letter of permission from the sponsoring institution.

Foreign Visitor: The foreign visitor must obtain a letter of permission from the institution sponsoring his/her J-1 visa. The letter should be on letterhead and should be signed by Responsible Officer (RO) or Alternate Responsible Officer (ARO) of the institution's international students/scholars office.

### **Section IV: Procedure for Reimbursement for Expenses Only**

Department: In order for a foreign national to receive reimbursement for expenses only, the payment must be requested by the department through either the on-line travel form (including the envelope) or the travel statement. The travel envelope/statement must have a copy of the passport identification page, expiration date, visa page and I-94. For information on the Check Request process, contact Payment Solutions at (713) 348-6700. OISS is not involved with this process.

Foreign Visitor: If the foreign visitor is coming from outside the USA, he/she should apply for a B-1/B-2 visitor visa at the U.S. Consulate. Citizens from certain countries are eligible to enter on visa waiver program which is also acceptable to receive reimbursements.



Department: If the foreign visitor is *inside the U.S.*, the department must inquire as to the visa status he/she is on. If he/she is not on a B-1 or B-1/B-2 visa or the visa waiver program and does not plan to leave the U.S. to re-enter on a B-1 or B-2 visa, then the Payroll Office (Tel: (713) 348-3444) will advise about reimbursement payments.

NOTE: In all cases, it is best to contact OISS prior to making the terms of agreement with the foreign visitor in order to ensure proper payment can be made.

If the visitor is ineligible to receive an honorarium, then he/she may elect to leave the country and re-enter on the appropriate visa from outside the USA. Another option is to consider eligibility for reimbursement for expenses only. In sum, honoraria may be paid only to visitors who are in the USA with a visa granting proper authorization for payment.

All honoraria carry mandatory 30% taxation for services performed in the U.S. Exceptions include a few countries with which the USA has a tax treaty. However, you must contact Payroll a minimum of one month prior to payment in order to file appropriate tax benefit forms.

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