INVITING A SHORT-TERM INTERNATIONAL VISITOR/SCHOLAR

TOWSON
UNIVERSITY

1. If you wish to invite an international visitor or scholar to Towson University, utilize the [Honorarium Request Application](#)form. Use this form whether or not a payment is involved.

2. Complete the form in full and obtain your department chair's signature of approval.

3. Forward the form to the Associate Vice President for International Programs for approval at least four weeks in advance.

4. International Programs will determine what visa status the foreign national should use to enter the USA, or, if the person is already in the USA, whether a foreign national's existing immigration status permits him/her to perform services on TU's campus. If some form of payment is involved (including travel reimbursement), International Programs will determine what immigration status permits payment. *This must be determined prior to the visit. Many statuses are employer-specific, thus prohibiting performance of service anywhere else. Other statuses prohibit employment altogether.* See chart below for further information.

    a. [Click here](#)for examples of employment and payment restrictions when TU is not the visa sponsor.
    b. Short-term visitors typically enter the USA using these visa types: B1/B2, WB/WT, J-1, or TN.
    c.   Persons entering on B1/B2 or WB/WT must meet the 9-5-6 rule:
        i. Academic activity lasts **9** days or less;
        ii. Visitor has accepted honoraria from no more than **5** other institutions in the past **6** months.

5. International Programs will prepare the formal Visitor Letter of Invitation. The letter will reference the appropriate visa and payment details, if any.

6. If any form of payment is involved, the Nonresident Alien Tax Office will contact the visitor to create a record in GLACIER, the University's nonresident alien tax compliance software system. Note: the visitor will need to complete the tax compliance process in person at the Nonresident Alien Tax Office prior to receiving payment.

7. **Advance planning is essential.** There may be immigration, payment or tax issues that need to resolved before an invitation can be issued. Following these steps will ensure your activities comply with all governing federal regulations.