



International Student & Scholar Services
 1 Old Dominion University
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Approval of Honoraria for International Visitors

Documentation Checklist

- ___ Identification pages in passport (including expiration date page)
- ___ Copy of current U.S. visa and both sides of I-94 card
- ___ Copy of SS card or ITIN or W-7
- ___ If visitor has U.S. work permission, copies of the card or approval notification

Please complete this form and submit it with the request for payment. Visitors must be paid as independent contractors, not as employees. IRS regulations require 30% withholding on all payments to individuals who do not have or have not applied for a U.S. Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN).

Visitor's Name _____ Nationality _____

Country of Residence _____ SSN/ITIN _____

Address in Home Country _____

Phone _____ Fax _____ E-Mail _____

Visa Type _____ * I-94 # _____ I-94 Expiration Date _____

**NOTE: If on a B-1/B-2 visa, please contact ISSS to verify the visitor's eligibility to receive payment.*

Department Requesting Payment of Honorarium _____

Faculty Member Requesting Payment of Honorarium _____

Faculty Member Signature _____

Administrative Contact Name _____ Phone _____

Brief Description of Activities at ODU:

Date(s) of Activities _____ Amount of Honorarium _____

Has the visitor received other honoraria in the U.S. in the last 12 months? Yes* No

If **yes**, please complete the chart on the second page of this form ("**Name of Organization/Agency Providing Honoraria in the Last 12 Months**").

Please note that if the visitor entered the U.S. on a B (Visitor) visa status and has received more than four honoraria in the last six months, s/he is ineligible for payment from ODU.

Under the 1998 "American Competitiveness and Workforce Improvement Act" B-1, B-2 and Visa Waiver entrants may enter into the United States in order to engage in a "usual academic activity" for a period lasting not longer than nine (9) days at any single institution and may be paid an honoraria as well as associated incidental expenses. The B-1/B-2/Visa Waiver entrant may not accept honoraria from more than five (5) institutions or organizations within a six month period.

The below signed individual certifies that he has not accepted honoraria from more than five (5) institutions or organizations within the previous six month period from the date he will receive the current honorarium from Old Dominion University on _____. And that in all other respects is in compliance with the specifications set forth in the 1998 American Competitiveness and Workforce Improvement Act with regards to accepting honorariums for a "usual academic activity".

I certify that the information I have provided to the University is true and accurate to the best of my knowledge.

Visitor Signature _____ Date _____

Name of Organization/Agency Providing Honoraria in the Last 12 Months	Date(s) of Service
1.	
2.	
3.	
4.	
5.	

Office Use Only

- Eligibility criteria (B-1/B-2 visa holders):
- not more than 9 days in length
 - not received 5 honoraria in last 6 months

- Required attachments:
- if tax treaty applicable, form 8233

- Eligibility criteria (others):
- valid employment authorization

Notes, if any:

Verified by ISSS _____

Verified by Finance _____ Date _____