

# Olivet University

## Certification of Academic Activity

In accordance with the immigration law, Olivet University may make payment of honoraria and travel expenses to following visa holders under the following requirements:

### **PAYMENT REQUIREMENTS**

#### Honoraria

**B-1, B-2, WB, and WT visa holders** may be paid an honorarium for usual academic activity not exceeding nine days in duration, provided that such individual has not received honoraria from more than five educational institutions in the previous six-month period.

#### Travel Expenses

**B-1 and WB visa holders** may be reimbursed for reasonable travel expenses incurred in connection with a usual academic activity not exceeding nine days in duration, provided that such individual has not received travel expenses from more than five educational institutions in the previous six-month period.

**B-2 and WT visa holders** cannot be reimbursed for travel expenses.

**The B Visa** is a visa that can be obtained by the foreign national from the U.S. Consulate in their home country. It is usually good for a number of years and can be used repeatedly to enter the U.S. for short periods of time (generally less than six months). The B Visa will be either B1 (business status) or B2 (tourist status), **depending on which type your guest speaker declares when he/she comes through US Customs.**

**The Waiver program** is available only to citizens of Andorra, Australia, Austria, Belgium, Brunei, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Japan, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Monaco, Netherlands, New Zealand, Norway, Portugal, San Marino, Singapore, Slovakia, Slovenia, South Korea, Spain, Sweden, Switzerland, United Kingdom. Under this program, foreign nationals may enter the U.S. for a maximum of 90 days without a visa as long as they have a nonrefundable round trip ticket. The Waiver will be either WB (business status) or WT (tourist status), **depending on which type your guest speaker declares when he/she comes through U.S. Customs.**

### **VISITOR INFORMATION**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

What type of payment will you be receiving?

☐ Honorarium

☐ Travel Expenses

☐ Both

Social Security Number or Individual Taxpayer Identification Number: \_\_\_\_\_

*In order to receive an honorarium payment, you must have a Social Security Number or an Individual Taxpayer Identification Number.*

**Visa classification under which you are currently present in the U.S.:** \_\_\_\_\_

**The dates of my activity at OU:** from: \_\_\_\_\_ to: \_\_\_\_\_

**Note:** *If your visa classification is a B-2 or a WT, OU cannot reimburse your travel expenses.*

**Please indicate the type of activity you will be engaged in while at OU:**

☐ Guest lecturer      ☐ Colloquium participant      ☐ Other \*

\* If "Other," please describe: \_\_\_\_\_

### **ACKNOWLEDGEMENT AND CERTIFICATION**

I have accepted an invitation by OU for the purpose of engaging in usual academic activity. I acknowledge I will receive an honorarium payment and/ or be reimbursed for travel expenses for my academic activity in accordance with the above payment requirements.

I certify that the information contained on this form is to the best of my knowledge and belief, true and complete.

**Signature of Nonresident Alien:** \_\_\_\_\_

**Date:** \_\_\_\_\_