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**Declaration of International Visitors**

**in “B” Visa Classification**

The U.S. government recognizes the value of short-term academic exchanges and permits international scholars entering the U.S. as a "tourist" or "business visitor" to receive reimbursement of expenses and/ or payment of honoraria. To qualify, your U.S. immigration status and activities must meet specific criteria. During your visit at DePauw, your host department will help you complete the attached form and will make copies of the identity page of your passport, your U.S. visa stamp (if applicable) and your Form I-94 Admission Record.

The basic requirements to qualify for reimbursement of expenses and payment of honoraria in visitor status are:

* You must be present in the U.S. in visitor status (B-1/B-2, WB or WT) as confirmed by your Form I-94 Admission Record.
* The academic activities at DePauw University for which you wish to receive reimbursement or honoraria must not exceed nine days.
* During the six month period immediately prior to your visit to DePauw University, you have not accepted reimbursements from more than five other institutions in the U.S. while in "B" visitor visa status.

**If you believe that you cannot meet one or more of these requirements, please contact your DePauw University host department before you arrive on-campus.**

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**Declaration of International Visitors**

**in “B” Visa Classification**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Security or U.S. Individual Taxpayer Identification Number (ITIN), if any: \_\_\_\_\_\_\_\_\_\_\_\_\_

Country that Issued your Passport: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Passport Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Passport Expiration Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Visa Classification in the U.S. (per Form I-94): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Arrival/Departure Record Number (per Form I-94): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Most Recent Entry (per Form I-94): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Authorized Stay Expires (per Form I-94): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates of your Visit to DePauw University: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Statement of Visitor:

* I hereby declare that I entered the United States in B-1/B-2 or VWB/VWT visa classification on \_\_\_\_\_\_\_\_\_\_ (date) to participate in academic activity at DePauw University.
* I declare that I am at DePauw University to participate in a usual and customary academic activity lasting no more than nine days.
* I declare that I have not participated in similar types of activities at other academic institutions more than five times in the preceding six month period.

Please note, if you are claiming a tax treaty exemption, you must present a completed IRS Form 8233 and a Social Security Number, ITIN or completed Form W-7 confirming a pending request for an ITIN. We can assist you with these documents if you feel you may qualify for this treaty benefit.

If you are not claiming a treaty exemption, the Form W-8BEN will need to be completed.

Signature of International Visitor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Attach copies of the following documents to this form:

1. Passport ID page
2. U.S. visa stamp (if applicable)
3. I-94 Admission Record (available at [www.cbp.gov/i94](http://www.cbp.gov/i94))
4. Form W-8BEN, if not claiming treaty exemption
5. Form 8233 and taxpayer ID, if claiming treaty exemption