

## INVITATION FOR VISITORS ENGAGED IN ACADEMIC ACTIVITIES

TO: \_\_\_\_\_

FROM: \_\_\_\_\_

SUBJECT: Your visit beginning \_\_\_\_\_ and ending \_\_\_\_\_

DATE: \_\_\_\_\_

### Welcome to Duke!

We look forward to your visit. Your activities will include those indicated below.

lecturing  teaching  consulting  conference attendance

other \_\_\_\_\_

The United States Congress has recognized the value of short-term academic exchanges by passing a law that permits international scholars entering the U.S. in "tourist" or "visitor" status to receive reimbursement for expenses and payment of honoraria. To qualify for the benefits of this law, your status and activities must meet certain criteria.

To make it easier for you to meet the requirements for reimbursement and/or honorarium payment, we have prepared this simple, one-page assessment and declaration. During your Duke visit your host department will help you complete the form and make copies of the identity and visa pages of your **passport and of your Form I-94 (Arrival/Departure Record)**.

If English is not your first language and if you need help understanding any part of this letter or the form, your host department will arrange for someone to translate for you.

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

1. You must be present in the U.S. in visitor status as B-1, B-2, WB, or WT per the notation on your Form I-94. Canadians who cross the border without obtaining a Form I-94 are presumed to have been admitted in B-1/B-2 status.
2. The academic activities at Duke for which you wish to receive reimbursement or honorarium must be no longer than 9 days.
3. During the six-month period immediately prior to your visit to Duke, you have accepted reimbursements from no more than five other institutions in the U.S. while in visitor status.

If you believe that you cannot meet one or more of these requirements, please contact your Duke host department or Duke Visa Services before you come to Duke.

Your Duke host department will help you complete the Declaration by Visitors Engaged in Academic Activities form after you arrive.