September 7, 2006

Dear Honored Guest,

We look forward to your upcoming visit to the School of Social Sciences at the University of California, Irvine.   Please find below a list of documents which are to be **reviewed and / or completed** by you prior to your visit.

REQUIRED FOR TRAVEL EXPENSES WITH AN HONORARIUM PAYMENT:

Front and back copy of your I-94 page (stapled inside passport near visa page).

Copy of Visa page (only if on Visa type other than WB / WT).

Completed UCI Form "*Certification of Academic Activity*" if entering the U.S. on B1 / B2 Visa or WB / WT Visa waiver. See Exhibit "H".

Copy of Social Security Card or ITIN Letter. If you do not have either of these currently, please complete the IRS form W-7 (ITIN Application) and submit directly to the IRS 2-3 months prior to your visit. See Exhibit "F". W-7 form available on the IRS website: **www.irs.gov.**

Completed UCI Form: "Certificate of Foreign Status for Federal Tax Withholding W8-BEN". See Exhibit "A".

Visitors from tax treaty countries should complete IRS Form: "8233" for exemption from withholding on compensation. Visitors receiving compensation exceeding $1500.00 will be subject to California state withholding tax of 7%. See Exhibit "C".

REQUIRED FOR TRAVEL EXPENSES WITHOUT AN HONORARIUM PAYMENT:

Front and back copy of your I-94 page (stapled inside passport near visa page).

Copy of Visa page (only if on Visa type other than WB / WT).

Completed UCI Form "*Certification of Academic Activity*" if entering the U.S. on B1 / B2 Visa or WB /WT Visa waiver. See Exhibit "H".

For either category listed above, please complete a UCI Travel Voucher reimbursement form and submit with original receipts to your department host.   Form available on the Social Sciences Accounting website: http://www.socsci.uci.edu/accounting.

*Copies of all documents are **required** upon arrival to UCI and should be given to your department host. No payment for travel or honoraria will proceed without the necessary documents.*

Sincerely,

Your Department Host