

Foreign Travelers Check List

Those wishing to be compensated with an Honoraria and Travel Expense reimbursement:

1. Must enter on either a B-1, B-2, WB, WT or J-1
2. Must have a U.S. Social Security #
3. Completed Statement of Citizenship Form
4. Completed Form 8233- Exemption from Withholding on Compensation
5. Completed 8233 Attachment – IRS Form where applicable by country
6. Copy of passport photo including the Visa page stamped with the Visa status
7. Copy of I-94 document
8. Completed Certification of Academic Activity form for those on B-1, B-2, WB & WT Visas

Those wishing to be reimbursed for Travel Expenses ONLY:

1. Must enter on either a B-1, B-2, WB, or WT Visa
2. Copy of passport photo including the Visa page with stamped Visa status
3. Copy of I-94 document
4. Completed Certification of Academic Activity form for those on B-2 or WT Visas

Those entering the U.S. while in the process of applying for Permanent Residency:

1. U.S. Social Security #
2. Completed Statement of Citizenship Form
3. Completed Form 8233 – Exemption from Withholding on Compensation (ONLY for HONORARIA recipients)
4. Copy of passport photo with Visa stamp (will indicate application status for Perm. Residency with a number stamp beginning with an 'A' – No I-94 will be given to these visitors).
5. Completed Form 1078 – Certificate of Alien Claiming Residence in the U.S.

All forms are available in my office, 5243 SSPB. Don't forget to send the guest a *Dear Visitor Letter* and a *Travel Reimbursement Request* form in advance to notify them of UCI's policies and procedures.