

Return this form with attachments via email, fax or mail to:

Office for International Scholars  
University of South Carolina  
1300 Pickens St., 2<sup>nd</sup> Floor  
Columbia, South Carolina 29208 USA

## IS-4 Form

Email: [ois@sc.edu](mailto:ois@sc.edu)  
Fax: + (803) 777-3013  
Web: <http://hr.sc.edu/international.html>

### International Visitor Attestation For Honorarium Payment

To Whom It May Concern:

I understand that under the U.S. Immigration and Naturalization Act, I may accept an honorarium and payment of incidental expenses associated with my academic activity at the University of South Carolina **only if I hold a U.S. immigration status that permits such payments**. If my status is not B-1, W/B, F-1 Practical Training, J-1 Professor or Research Scholar, or if I do not otherwise have an Employment Authorization Card from U.S. Citizenship and Immigration Services, I understand that I may not be eligible to receive an honorarium and associated expense reimbursement. **To document my immigration status and eligibility, I have checked the appropriate blocks below and have attached copies of all required documents indicated:**

- I am a **B-1 or W/B visitor**. Attached is my I-94 Arrival/Departure Record (paper form obtained at the U.S. port of entry or online via <https://i94.cbp.dhs.gov/i94/request.html>) indicating that I hold B-1 status; **OR, I am from a Visa Waiver Program country and have attached my approved ESTA travel authorization and the U.S. entry stamp from my passport. By my signature below, I certify that:**
- I have not accepted an honorarium as a B visitor from more than 5 academic institutions in the U.S. within the past six months; and
  - the academic activity for which I will receive an honorarium at USC will not exceed 9 days; and
  - If I do not have a U.S. Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN), I understand that best practice is to [apply to the U.S. Internal Revenue Service](#) (IRS) for an ITIN before I leave the US. I understand that USC may withhold payment until I provide my ITIN or SSN to USC.
- I am a **J-1 professor, research scholar, short-term scholar or student with Academic Training**. Attached is a copy of my Form DS-2019, my I-94 admission document and a letter from my J-1 Responsible Officer authorizing my visit to USC.
- I am an **F-1 Student with Practical Training**. Attached is a copy of my I-766 EAD card with OPT or I-20 with CPT.
- I am in a **status other than those listed above, but have work authorization from USCIS**. Attached is a copy of my I-766 EAD card.
- Passport data: If I hold B, F or J status, I am attaching copies of the following as evidence of my identity & lawful entry:**
- Copy of the biographic data pages showing my name, passport number, and current passport expiration date;
  - Passport page showing my most recent U.S. Immigration entry stamp;
  - Passport page showing U.S. Visa with B, F or J classification. (*Note: Not applicable for Canadian citizens or W/B travelers. Canadians must submit proof of identity and Canadian citizenship for U.S. entry and should request an I-94 Arrival/Departure Record at the U.S. Port of Entry.*)

By my signature below, I verify that I have read and understand the above and have provided the documentation required by the University of South Carolina to provide an honorarium (and expenses, if appropriate). I understand I must complete and submit the [Foreign National Tax Information Form](#) to the USC Controller's Office and provide my U.S. SSN or ITIN, if any. If I do not have an SSN or ITIN, I recognize that I must timely apply for an ITIN or I may not be paid. I recognize that an honorarium payment is reportable by the USC Controller's Office to the U.S. Internal Revenue Service (IRS) and may be taxed at 30%.

Printed Name  
of USC Visitor: \_\_\_\_\_

USC Department  
Hosting Campus Visit: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

USC Faculty Host: \_\_\_\_\_

Phone number (Include country/city code) \_\_\_\_\_

Date(s) of USC visit: From: \_\_\_\_\_ To: \_\_\_\_\_

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