

International Student and Scholar Office
CTC 116

University of Alabama in Huntsville
Huntsville, Alabama 35899
Phone: (256) 824-6055
Fax: (256) 824-4515

TO: _____

FROM: _____

SUBJECT: Your visit beginning _____ and ending ____

DATE: _____

WELCOME TO UAH

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.

Your activities will include those indicated below:

lecturing teaching conference attendance

other (specify) _____

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 B1 “visitor for business” status to receive reimbursement for expenses and payment of honoraria [Immigration and Nationality Act (INA) S 212 (q)].

“(q) Any alien admitted under section 101(a)(15)(B) may accept an honorarium payment and associated incidental expenses for usual academic activity or activities (lasting not longer than 9 days at any single institution), as defined by the Attorney General in consultation with the Secretary of Education, if such payment is offered by an institution or organization described in subsection (p)(1) and is made for services conducted for the benefit of that institution or entity and if the alien has not accepted such payment or expenses from more than 5 institutions or organizations in the previous 6-month period”

To qualify for the benefits of this law, your status and activities must meet certain criteria. 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 per the notation on your Form I-94.**
- 2) **The academic activities at UAH for which you wish to receive reimbursement or honorarium must be no longer than nine (9) days.**
- 3) **During the six-month period immediately prior to your visit to UAH, 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 UAH host before you come to UAH.

I meet and understand these criteria and am/will be legally accepting payment under this law.

Printed Name of International Visitor

Signature

Date

Please provide copies of your passport, visa and I-94 to your host department or directly to the UAH International Student and Scholar Office, CTC 116 immediately upon arrival at UAH. Contact us at 256-824-6055 or iss@uah.edu if you have any questions.