



**SYRACUSE UNIVERSITY**  
 CENTER FOR INTERNATIONAL SERVICES (CIS)  
 310 Walnut Place | Syracuse, New York 13244-2380  
 TEL: 315-443-2457 | FAX: 315-443-3091  
 EMAIL: [INTERNATIONAL@SYR.EDU](mailto:INTERNATIONAL@SYR.EDU)  
 WEB: [Center For International Services](http://Center For International Services)

*International Clearance  
 for Reimbursements and  
 Honorarium Payments*

## Center for International Services (CIS) Authorization to Pay for Personal Services of International Lecturers and Independent Contractors/ Consultants

Syracuse University encourages the free exchange of ideas and knowledge through the hosting of visiting lecturers and performers. When hosting an international guest lecturer or contractor who will perform services within the United States, Syracuse University is limited by very specific regulations from the Department of Homeland Security and the Department of Labor regarding payment and honoraria.

Payment for services must be processed through SU's Comptroller's Office; please see their web-pages for [payments to independent contractors](#) and [payments to non-resident aliens as independent contractors/consultants](#). CIS approval must be submitted with payment request.

Below is a chart of the most common visa types held by guest speakers and consultants visiting Syracuse University. Please refer to this chart to determine both the individual's eligibility for reimbursement and/or honorarium and the required documents to prove visa status.

VISA TYPE	REQUIRED DOCUMENT	REIMBURSEMENT FOR EXPENSES	HONORARIUM
<b>Canadian Citizen (if coming for invited engagement only - not working in the US)</b>	<b>Valid Passport</b>	Yes	Yes
<b>B-1 Visa or WB Visa Waiver</b>	<b>B-1 Visa Holder</b> - I-94 Card marked for B-1 status <b>and</b> B-1/B-2 visa stamp <b>WB Visa Waiver</b> –passport id page <b>and</b> stamp in passport from US Port of Entry marked “WB”	Yes (9 FAM 41.31 N11.1)	Yes, if service is less than 9 days and has not received payment from more than 5 institutions in 6 months. (INA § 212(q))
<b>B-2 Visa or WT Visa Waiver</b>	<b>B-2 Visa Holder</b> - I-94 Card marked for B-2 status <b>and</b> B-1/B-2 visa stamp <b>WT Visa Waiver</b> – passport id page <b>and</b> stamp in passport from US Port of Entry marked “WT”	Yes, if service is less than 9 days and has not received payment from more than 5 institutions in 6 months. (INA § 212(q))	Yes, if service is less than 9 days and has not received payment from more than 5 institutions in 6 months. (INA § 212(q))
<b>J-1 Scholar/ Professor (not on SU's sponsorship)</b>	DS-2019 <b>and</b> authorization letter for work at Syracuse University from J-1 Scholar Advisor.	Yes, with authorization letter from J-1 Advisor.	Yes, with authorization letter from J-1 Advisor.
<b>J-1 Student (non-SU student)</b>	DS-2019 with Academic Training notation for work at Syracuse University <b>and</b> authorization letter from J-1 Student Advisor.	Yes, if authorized for Academic Training.	Yes, if authorized for Academic Training.
<b>F-1 Student on OPT</b>	Employment Authorization Card (Form I-766)	Yes	Yes
<b>F-1 Student on CPT</b>	I-20 with CPT authorization on 3 <sup>rd</sup> page for Syracuse University	Yes	Yes
<b>TN (Canadians and Mexicans on NAFTA)</b>	I-797 Approval Notice for TN <b>or</b> I-94 card stamped for TN Status	Yes	<b>No</b>
<b>H-1B</b>	I-797 Approval Notice for H-1B <b>or</b> I-94 card stamped for H-1B Status	Yes	<b>No</b>
<b>E-3 (Australians on AUSFTA)</b>	I-797 Approval Notice for E-3 <b>or</b> I-94 card stamped for E-3 Status	Yes	<b>No</b>
<b>O-1</b>	I-797 Approval Notice for O-1 <b>or</b> I-94 card stamped for O-1 Status	Yes	<b>No</b>
<b>Advanced Parolees</b>	Employment Authorization Card (Form I-766)	Yes	Yes
<b>Asylees</b>	Employment Authorization Card, an I-94 card indicating Asylee status, a notation in the passport, <b>or</b> UN or US travel document	Yes	Yes
<b>Refugees</b>	Employment Authorization Card, an I-94 card indicating refugee status, a notation in the passport, <b>or</b> UN or US travel document	Yes	Yes



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*International Clearance  
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Center for International Services (CIS) Authorization to Pay for Personal Services of International  
Lecturers and Independent Contractors/ Consultants

**TO BE COMPLETED BY INTERNATIONAL LECTURER OR INDEPENDENT CONTRACTOR/ CONSULTANT**

**NAME AND CONTACT INFORMATION:**

Full Name (as it appears in your passport): \_\_\_\_\_  
Family Name (Surname) Given Name (First) Middle Name (if any)  
E-mail Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**NATURE OF SERVICE TO BE PERFORMED FOR SYRACUSE UNIVERSITY:**

Purpose of Work: \_\_\_\_\_  
Syracuse University Department Which Will Host You: \_\_\_\_\_  
Department Contact's Name: \_\_\_\_\_ Contact's Email Address: \_\_\_\_\_  
Dates of Intended Service for Syracuse University: (Month/ Day/ Year) \_\_\_\_\_ until: (Month/ Day/ Year) \_\_\_\_\_

**VISA STATUS – PLEASE INDICATE YOUR STATUS BY CHECKING THE APPROPRIATE BOX:**

- Canadian Citizen** ▶ If not working in the US and coming for only the invited engagement, please attach copy/scan of passport id page
  - B-1/B-2 Visitor** ▶ Please attach copy/scan of I-94 Card marked for B-1/B-2 status **and** B-1/B-2 Visa Stamp.  
(if not yet in the US, please attach just the copy of the B-1/B-2 Visa Stamp which you will use to enter the US)
  - WB/WT Visa-Waiver** ▶ Please attach copy/scan of passport page id **and** stamp in passport marked WB/WT from US Port of Entry  
(if not yet in the US, please attach the ESTA Application Confirmation – [U.S. Customs and Border Protection](http://U.S. Customs and Border Protection))
- If one of the three categories above, please answer the following: Have you received honoraria/reimbursement for lectures or consultations from more than 5 US institutions in past 6 months?  **Yes** OR  **No**
- F-1 Student on Optional Practical Training (OPT)** ▶ Please attach copy/scan of Employment Authorization Card **and** I-20 for OPT.
  - F-1 Student on Curricular Practical Training (CPT)** ▶ Please attach copy/scan of I-20 for CPT.
  - J-1 Research Scholar or Professor** ▶ Please attach copy/scan of DS-2019 **and** J-1 Advisor's Authorization Letter for Incidental Employment.
  - J-1 Student on Academic Training** ▶ Please attach copy/scan of DS-2019 for Academic Training **and** J-1 Advisor's Authorization Letter.
  - TN, H-1B, E-3, or O-1** ▶ Please attach copy/scan of I-797 approval notice **or** I-94 Card which is stamped for H-1B, TN, E-3, or O-1 status.
  - Advanced Parolee (Pending Permanent Resident) with EAD Card** ▶ Please attach copy/scan of I-766 Employment Authorization Card.
  - Refugee or Asylee** ▶ Please attach copy/scan of **one** of the following: I-766 Employment Authorization Card, I-94 card indicating status, notation of status in passport, UN travel document **or** US travel document.
  - Other Visa-type or Employment Eligibility.** Please list Visa-type and attach documentation: \_\_\_\_\_

**Signature of International Lecturer/Consultant/Contractor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Send this form to the Center for International Services (CIS), [international@syrr.edu](mailto:international@syrr.edu), fax 315 443-3091.

**FOR CIS USE ONLY**

SU may pay for the following:  reimbursement of expenses ,  honorarium

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_