

**LEHIGH UNIVERSITY
INFORMATION SHEET FOR SHORT TERM VISITORS
B-1 OR W-B VISA TYPES**

In preparation for your upcoming visit to Lehigh University, please review the following instructions so that the processing of your paperwork upon arrival in the U.S. and at Lehigh University goes as smoothly as possible.

VISA REQUIREMENTS

There are several means to enter the U.S. when coming for a lecture or other short-term engagement. There are several types of visas that allow you to be compensated for your time and expenses, but the primary and most common ones are B-1 or W-B visas. The most important requirement to keep in mind is that you must enter with a **Business Visa**.

In order to obtain a B-1 visa (commonly annotated as B1/B2), you must go to the U.S. Embassy/Consulate in your country and request the visa. You will need to take documentation with you that shows: (a) the business you will be engaging in during your stay in the U.S.; and (b) proof that you will return to your home country. You will declare your business intention to the immigration officer when you land and will receive an I-94 card that shows your date of entry and the annotation B-1.

The W-B visa, "Visa Waiver Pilot Program for Business Travel" (W-B stands for business travel, W-T is for travel/pleasure) is named so because a person does not require a visa to enter the U.S. Not all countries are eligible for the Visa Waiver Pilot Program, please check with the U.S. Embassy in your home country if your country is part of this program. To acquire a W-B a person merely declares their intention at the time they board the airplane. It is helpful to have a letter with you proving your business intention. If you travel under the Visa Waiver Pilot program, you will complete a green I-94 card on the airplane. Once you land, you must declare your intention for travel (business travel) to the INS officer. The immigration officer will then annotate the I-94 card with your date of entry and a W-B. **Please check, before you leave the immigration officer, that your I-94 card says W-B not W-T as you will not have another opportunity to change what is written on that card!**

If you are able to present an I-94 card that has been annotated by the INS with a W-B or a B-1, it will qualify you, from an immigration standpoint, for reimbursement of travel expenses and an honorarium payment. If your I-94 card should indicate a W-T, we will not be able to make any payments to you. Please note that W-B visa holders may not stay longer than 90 days in the U.S. and must return to their home country by the 90th day.

OTHER DOCUMENTS REQUIRED FOR TRAVEL REIMBURSEMENT/HONORARIUM

If you will be requesting reimbursement of your travel expenses and honorarium, and you are a B-1 or W-B visa holder, you must meet the following conditions:

- You cannot have accepted honorarium more than 5 times in the 6 months prior to your visit to Lehigh and you may not provide services at Lehigh for more than 9 days
- You must provide original travel receipts for all items over \$25.00

- The sponsoring department at Lehigh will need a copy of your I-94 card, visa, and passport page showing valid passport dates. Please note that you will have to surrender your I-94 card when you leave the country so it is very important for the department to receive a copy before you leave.

U.S. TAXES

You may be eligible for an exemption from federal income tax if the country where you maintain your tax residence has a tax treaty with the U.S. that is relevant to the services you are providing. If you would like to apply for a tax treaty, you should complete the enclosed Foreign National Information Form and send it to your sponsoring department before your arrival. We will prepare a tax treaty application form for your signature when you arrive. We will submit the tax treaty to the Internal Revenue Service on your behalf and, if it is not rejected within 10 business days, we will pay you honorarium without any taxes withheld.

Please note that in order to apply for a tax treaty exemption you will need a Taxpayer Identification Number – either a Social Security Number or an Individual Taxpayer Identification Number (ITIN). If you do not have one, please refer to the enclosed ITIN information sheet regarding the documents required to apply for one. Application for an ITIN must be made in person upon arrival at the University. Contact either Bobbijeane Muffley, Cheryl Moyer or Kathy Miller in the Controllers Office or Gisela Nansteel in the Office of International Students and Scholars to complete the ITIN process.

Should you require any further information, please contact:

Visa information: Gisela Nansteel, Office of International Students and Scholars,
610-758-4859, gmn0@lehigh.edu

Payment Processing: Richard Ringhoffer, Controllers Office – Accounts Payable
610-758-4404
rnr5@lehigh.edu