



Brandeis University
International Students and Scholars Office
Kutz Hall, Room 215 - Mailstop 040
415 South Street, Waltham, MA 02454-9110
Tel: (781) 736-3480 Fax: (781) 736-3484
Email: isso@brandeis.edu

INVITING GUEST SPEAKERS --- QUICK TIP SHEET

(revised February 2007)

Questions to Ask

- (1) Citizenship and Country of Residence of Speaker?
- (2) Current visa status (if in the U.S.)?
- (3) Previous U.S. visa status held – what status and when? (are they at another university?)
- (4) How soon does the individual need to be at Brandeis?

Appropriate Visa Status

- Consult with the ISSO
- Depends on the nature of the activity, length of time at Brandeis, and length of time in the U.S.
- Previous time in the U.S. can effect their visa status
- Has the scholar been in the U.S. in the past 24 months?
 - If was in J-1 Research Scholar of Professor Status, may have limitations on visa options because of new 24 Month Rule.
- J-1 Short-Term Scholar
 - Depends on length of time in U.S. and nature of employment/compensation
- Tourist Visa Status (B-1/B-2, Visa Waiver Tourist)
 - If receiving an honorarium or reimbursement of expenses, limit on time they can be in the U.S. – no more than 9 days at one institution and no more that 6 institutions during one visit.
 - If speaker does not have a Social Security Number (SSN) or IRS Individual Taxpayer Identification Number (ITIN), will need to apply for an ITIN which can take a LONG time
 - Not eligible for SSN if in tourist visa status
 - If do not have an SSN or ITIN, honorarium or payment will be subject to tax withholding (approximately 30%)
 - Options for addressing initial tax withholding
 - Paying tax amount up front to insure scholar receives promised amount (e.g. paying \$1300 so speaker receives \$1000)
 - Individual would file U.S. Income Tax Return for that calendar year and may be eligible for refund of tax withheld (if earned below certain amount of U.S.-source income)

Obtaining U.S. Entry Visa Stamp at U.S. Embassy/Consulate Abroad

- Processing times at Embassies/Consulates vary – ALL require scheduling of in-person visa interview
- Security checks – for certain areas of specialty and country of citizenship/residence, a State Department Security Advisory Opinion can take a minimum of 30 days to process (but can take longer)
- Please allow as much time as possible – 2-3 months in advance recommended