



Office for International Scholars
Division of Human Resources

Guidance for Hosting International Visitors

The [Office for International Scholars](#) (OIS) supports the [Office of the Controller](#) process for any travel reimbursements and honoraria payments requested by UofSC units hosting international visitors.

Planning the Visit

- Consult with the [Office of the Controller](#) for information about eligible payments, [policies and procedures](#), potential taxation issues, etc. For special arrangements such as advance airfare payment, please contact the [Travel Office](#).
- Contact OIS Compliance Specialist [Doris Robinson](#) with the following information:
 - ✓ Prospective visitor's current physical location:
 - *If prospective visitor is in the U.S.*, OIS may request additional documentation;
 - *If prospective visitor is currently abroad*, will s/he be traveling to the U.S. *primarily* for the invited activity at UofSC, or primarily for another purpose?
 - ✓ Prospective visitor's country of citizenship/issuing passport; and
 - ✓ Expected dates and purpose of the invited activity at UofSC.

Next Steps

- Use the [OIS template](#) to prepare a formal invitation letter on UofSC letterhead.
- **NOTE:** The [Form I-94 admission record](#) (or equivalent) will be available only after the visitor's arrival in the U.S.

After the Visitor Arrives

- Provide each visitor's [Form I-94 admission record](#) and relevant passport pages (biographic data, U.S. entry stamp, and U.S. visa page, if any) to OIS Compliance Specialist [Doris Robinson](#). Additional documents may be requested depending on the visitor's immigration status.