

Return this form with attachments via email, fax or mail to:

Office for International Scholars (OIS)  
1300 Pickens Street  
Columbia, South Carolina 29208 USA

## IS-4 Form

Email: [isfs@sc.edu](mailto:isfs@sc.edu)  
Fax: + (803) 777-3013  
Web: [sc.edu/hr](http://sc.edu/hr)

### International Visitor Attestation For Honorarium and Possible Travel Reimbursement

To Whom It May Concern:

I understand that under the U.S. Immigration and Naturalization Act, I may accept an honorarium and payment of incidental expenses associated with my academic activity at the University of South Carolina **only if I hold a U.S. immigration status that permits such payments**. If my status is not B-1, W/B, F-1 Practical Training, J-1 Professor or Research Scholar, or if I do not otherwise have an Employment Authorization Card from U.S. Citizenship and Immigration Services, I understand that I may not be eligible to receive an honorarium or expense reimbursement. **To document my status and eligibility, I have checked the appropriate blocks below and have attached copies of all required documents listed:**

**I am a B-1/WB visitor.** Attached is my I-94 or I-94W Arrival/Departure Record (*small white or green card stamped by a U.S. immigration officer at the U.S. Port of Entry*) indicating that I hold B-1 or W/B status. **OR, I am from a Visa Waiver country and was not given Form I-94W; attached is my approved ESTA travel authorization.** By my signature below, I certify that:

- I have not accepted an honorarium as a B visitor from more than 5 academic institutions in the U.S. within the past six months; and
- the academic activity for which I will receive an honorarium at USC will not exceed 9 days; and
- if I do not have a U.S. Social Security or TIN number, I understand I must apply to the IRS (U.S. tax office) for a number before I leave Columbia. I understand that I cannot be paid until I provide the TIN or Social Security number to USC.

**I am a J-1 professor, research scholar, short-term scholar or student on Academic Training.** Attached is a copy of my DS-2019, my I-94 and a letter from my J-1 Responsible Officer authorizing my visit to USC.

**I am an F-1 Student on Practical Training.** Attached is a copy of my Employment Authorization card or I-20 with CPT.

**I am in a status other than those listed above, but have work authorization from USCIS.** Attached is a copy of my Employment Authorization Card (Form I-766).

**Passport data: If I am in B, J or F status, I am attaching copies of the following to document my identity and legal U.S. entry:**

- Copy of the biographic data pages showing my name, passport number, and current passport expiration date;
- Passport page showing my most recent U.S. Immigration entry stamp;
- U.S. Visa page from passport showing B, J or F visa. (*Note: Not applicable for Canadian citizens or W/B travelers. Canadians must submit proof of identity and Canadian citizenship for U.S. entry and should request an I-94 Arrival/Departure Record at the U.S. Port of Entry.*)

By my signature below, I verify that I have read and understand the above and have provided the documentation required by the University of South Carolina to provide an honorarium (and expenses if appropriate). I have included my U.S. Social Security or U.S. Taxpayer ID Number below and recognize that an honoraria payment is reportable to the U.S. Internal Revenue Service (IRS) and may be taxed at 30%. I have completed and attached the Foreign National Tax Information Form. If I do not have a U.S. TIN or SSN, I recognize that I must apply for a U.S. Taxpayer ID Number before leaving the U.S. or I cannot be paid.

Printed Name  
of USC Visitor: \_\_\_\_\_

USC Department  
Hosting Campus Visit: \_\_\_\_\_

Email Address: \_\_\_\_\_

USC Faculty Host: \_\_\_\_\_

Phone Number (Include country/city code) \_\_\_\_\_

Date(s) of USC Visit: From: \_\_\_\_\_ To: \_\_\_\_\_

U.S. Social Security Number  
or ITIN Number (required): \_\_\_\_\_

Signature of Visitor: \_\_\_\_\_