

## B-1/B-2 & Visa Waiver International Visitor Declaration Form

**Purpose:**

This form is used to pay international visitors in business or tourist status (B-1, B-2, WB, WT) honoraria and/or reimbursement for incidental expenses.

**Eligibility for Payments:**

International visitors in a business or tourist status (B-1, B-2, WB or WT) are eligible to be paid honoraria and/or reimbursed for reasonable expenses if the following conditions are met:

1. The visitor is performing an academic activity for the benefit of PSU.
2. The activity is no more than nine (9) days in duration.
3. The individual paid the honorarium or reimbursement has not accepted similar payments from more than five (5) institutions in the U.S. in the previous six (6) month period.

**Visitor Information:**

Name: \_\_\_\_\_  
*Surname* *Given Name*

Current Immigration Status \*: \_\_\_\_\_ SSN or ITIN: \_\_\_\_\_

Activity at PSU Begins: \_\_\_\_\_ Ends: \_\_\_\_\_  
*Date (mm/dd/yyyy)* *Date (mm/dd/yyyy)*

Description of activity:

**Statement of Visitor:**

I attest that I have been/will be engage in the activities described above for the benefit of Portland State University for nine (9) days or less. I further attest that I will not have been paid or reimbursed by more than five (5) other U.S. institutions or organizations during the six (6) month period immediately prior to my visit to Portland State University

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Statement of Department Personnel:**

As sponsor of the above individual, I attest that the individual will be engaged in the activities described above for the benefit of Portland State University for nine (9) days or less. I also attest that the activities for which the individual is being paid or reimbursed are within the broad realm of customary academic activities.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Attach copies of the following documents to this form (two sets):

1. Passport biographical page
2. U.S. entry visa stamp (if B-1/B-2, except Canadian citizens)
3. I-94 Arrival/Departure Record (available at [www.cbp.gov/i94](http://www.cbp.gov/i94)) \*

Send original signed form and one set of above copies to CAPS.

\* If immigration status on the I-94 is anything other than B-1/B-2 or WB, WT, contact David Brandt at International Student and Scholar Services (ISSS) immediately at 503-725-8596.