

International Students and Scholars
Lewis & Clark College - MSC 192
0615 SW Palatine Hill Road
Portland, OR USA 97219-7899
www.lclark.edu/dept/iso

Phone: 503-768-7305
Fax: 503-768-7301
E-mail: iso@lclark.edu

Department Attestation Form: Guest Speakers

To invite a guest speaker from abroad, the chair of the department or director of the office must complete the form and attestation statement below. The form should be completed and faxed to International Students and Scholars at 503-768-7301.

Name of Guest Speaker:	
Date(s) of Activities:	Total Compensation (US Dollars):
Brief Description of Activity:	

Statement of Department Chair/Director of Office

As sponsor of the above guest speaker, I attest that the individual will be engaged in the activities described above for the benefit of Lewis & Clark College for nine days or less. I attest that the activities for which the individual is being paid or reimbursed are within the broad realm of customary academic activities associated with teaching, research, public service, academic administration or academic operations.

Further, I attest that I will obtain a photocopy of the guest speaker's I-94 form (front and back of the form) once the speaker is in the US and submit the photocopies to International Students and Scholars.

Printed Name

Signature

Date