

International Students and Scholars  
 Lewis & Clark College - MSC 192  
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## Required Information For Guest Speakers

According to US Department of Homeland Security guidelines, a speaker who enters the US on a "tourist visa or visa waiver" may be paid an honorarium or be reimbursed for travel expenses only if (a) the visitor is engaged in the activity for nine days or less, and (b) the visitor has not been paid or reimbursed by more than five other US institutions or organizations during the past six months.

**If you meet those eligibility requirements, please print this form, complete and sign it. Attach a photocopy of the information page of your passport and fax both documents to International Students and Scholars at Lewis & Clark College at 503-768-7301. A backup fax number is 503-768-7320.**

<b>Name as written in passport:</b>			
Family:		Given:	
		Middle:	
<b>Date of Birth</b> (Month/Day/Year)		<b>Gender</b>	<input type="checkbox"/> M <input type="checkbox"/> F
<b>Citizenship</b>		<b>Country of Residence</b>	
<b>Passport Number</b>		<b>Passport Date of Expiry</b>	
<b>Position in your home country</b>			
<b>Intended Visa Status</b>	<input type="checkbox"/> B-1 <input type="checkbox"/> B-2 <input type="checkbox"/> WB <input type="checkbox"/> WT		
<i>Enter your US Social Security Number if you have one; if not, enter your Individual Taxpayer Identification Number</i>			
<input type="checkbox"/> SSN _____		<input type="checkbox"/> ITIN _____	
<b>Date of Activity for which you are invited</b>		<b>Total Compensation (US Dollars)</b>	
<b>Brief Description of Activity:</b>			
<b>Mailing Address:</b>			
<b>Work Phone Number</b>		<b>Work Fax Number</b>	
<b>Email Address</b>			

**Statement of Invited Speaker:** I attest that I will be engaged in the activities described above for the benefit of Lewis & Clark College for nine days or less. I further attest that I have not been paid or reimbursed by more than five other US institutions during the past six months.

Signature

Date