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.