

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

USC Office for International Scholars  
University of South Carolina  
1300 Pickens St., 2<sup>nd</sup> floor  
Columbia, South Carolina 29208 USA

**IS-5 Form**

Email: [ois@sc.edu](mailto:ois@sc.edu)  
Fax: + (803) 777-3013  
<http://hr.sc.edu/international.html>

**International Visitor Attestation**  
for Travel and Incidental Expense Reimbursement Only

To USC Office for International Scholars (OIS):

I understand that under the U.S. Immigration and Naturalization Act, I may accept payment of incidental expenses associated with my academic activity at the University of South Carolina, pursuant to my admission into the United States. **If** I am present in the U.S. in a visa status other than B-1, W/B, F-1, J-1 or H-1B, I understand that reimbursement of my expenses may require prior approval from USCIS (Immigration), or may not be possible at all. NOTE: Individuals in the U.S. in a status other than the above should contact OIS in advance of the visit for guidance. To document my U.S. immigration status, I have checked the appropriate blocks and attached copies of all relevant documents listed below:

- I am a **B-1 or W/B visitor**. Attached is my I-94 Arrival/Departure Record (paper form obtained at the U.S. port of entry or online via <https://i94.cbp.dhs.gov/i94/request.html>) indicating that I hold B-1 status; **OR, I am from a Visa Waiver Program country and have attached my approved ESTA travel authorization and the U.S. entry stamp from my passport.**
- 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**. Attached is a copy of my I-20 and my I-94 or my Employment Authorization card (I-766).
- I am an **H-1B Temporary Worker**. Attached is a copy of my I-94 and the I-797 Approval Notice.
- Other** (Please specify category): \_\_\_\_\_

**Passport (copies attached\*):**

- Biographic data page(s) showing my name, passport number, and passport expiration date;
- Passport page showing my most recent U.S. Immigration entry stamp;  
*\*Canadians may enter the U.S. without a passport, but must request an I-94 Arrival/Departure Record with "B-1" status at the U.S. Border.*

**U.S. Visa (copy attached\*\*):**

- Passport page showing U.S. visa with B, F, H or J classification.  
*\*\*This does not apply to Canadians or to individuals traveling under the Visa Waiver Program.*

**By my signature below, I verify that I have read and understand the above and have provided the documentation needed to clear the payment of expenses related to my visit to the University of South Carolina.**

Printed Name of USC Visitor: \_\_\_\_\_ USC Department Hosting Campus Visit: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ USC Faculty Host: \_\_\_\_\_

Phone number (Include country/city code) \_\_\_\_\_ Date(s) of USC visit: From: \_\_\_\_\_ To: \_\_\_\_\_

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