



International Visitors Declaration Form

Purpose

This form is used to pay international visitors in a business or tourist status honoraria and/or reimburse them for associated incidental expenses in accordance with the American Competitiveness and Workforce Act (ACWIA). This form does not need to be completed for business status (B-1 or W-B) visitors only being reimbursed for receipted or per diem travel expenses, nor is it required for work authorized J type visitors.

Eligibility for Payments:

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

1. The visitor is engaged in the activity for nine days or less.
2. The visitor has not been paid or reimbursed by more than five other U.S. institutions or organizations during the previous six month period.

Visitor Information:

Name _____
Last First

Current Visa Status _____ Social Security # or ITIN _____

Activity at Rutgers University Begins _____ Ends _____
MM/DD/YY MM/DD/YY

Description of Activity

Statement of Visitor:

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

Signature Date

Statement of Department Personnel:

As the sponsor of the above individual, I attest that the individual will be engaged in the activities described above for the benefit of Rutgers University for nine 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

Please attach copy of I-94 or I-94W form to this document.