

International Students and Scholars
 Lewis & Clark College - MSC 192
 0615 SW Palatine Hill Road
 Portland, OR USA 97219-7899

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

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.

Name as written in passport:			
Family:		Given:	
		Middle:	
Date of Birth (Month/Day/Year)		Gender	<input type="checkbox"/> M <input type="checkbox"/> F
Citizenship		Country of Residence	
Passport Number		Passport Date of Expiry	
Position in your home country			
Intended Visa Status	<input type="checkbox"/> B-1 <input type="checkbox"/> B-2 <input type="checkbox"/> WB <input type="checkbox"/> WT <input type="checkbox"/> Remote Outside US, no visa req'd.		
<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 _____	
Date of Activity for which you are invited		Total Compensation (US Dollars)	
Brief Description of Activity:			
Mailing Address:			
Work Phone Number		Work Fax Number	
Email Address			

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