SPONSORING SHORT-TERM INTERNATIONAL VISITORS:
(Non J-1 visa)

DEPARTMENTAL GUIDELINES

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**Purpose:**

Radford University welcomes visitors from around the world to our campus to engage with our students, faculty, staff and community in a broad range of activities. Radford University values the unique contributions these visitors make to our community of learners, and the cultural learning opportunities and experiences arising as a result of this engagement. While not all activities are appropriate for every visa status, there is almost always an appropriate visa category available to facilitate visits to our campus.

The purpose of this guide is to provide persons or departments interested in inviting foreign national visitors to Radford University, with a clear understanding of appropriate activities for the visitor whose visa is not directly sponsored by Radford University but rather for hosting persons in B-1/B-2 status or Visa Waiver Program who are not directly “sponsored” by Radford University. (i.e. “Sponsored by Radford University” would include only those visitors in J-1 Exchange Visitor Program as Scholars, Researchers, or Teachers for six months or longer.) This guide will explain the process for requesting to host the individual and guidance to issue letters of invitations for these non-sponsored international visitors. This guide will help identify appropriate visa status, what the IEC office can do to assist you, and the process to host a short-term international visitor from point of invitation to the visitor’s departure from our campus.
This guide does NOT address the process for bringing J-1 Exchange Scholars/Professors or the hiring of international faculty or adjuncts sponsored by Radford University. For hiring international individuals, please contact the Office of Human Resources. For J-1 Scholar engagements, please refer to the International Education Centers guidelines for J-1 Exchange Visitor Scholar Program: Sponsoring International Scholars.

Allowable Activities for Short-Term International Visitors:

Independent Research

Persons coming to Radford University to engage in independent (i.e., non-collaborative) research, who will receive no salary or income from a U.S. source and whose research will not benefit a U.S. institution, may remain at Radford University in B-1 visa status for up to 30 calendar days (cumulative). For those coming to engage in collaborative or other types of research, a J-1 visa is likely the most appropriate status. Please contact the International Education Center for further information.

Lecturer/Speaker or Guest Teacher

International visitors coming to Radford University to deliver a lecture(s), speech(s) or guest teach may do so in B-1 visa or Waiver Business (WB) status, following the regulation set forth by the Department of Homeland Security and U.S. Department of State. These regulations state that such persons may remain at Radford University in such status for up to 30 cumulative calendar days (UNLESS the visitor will receive an honorarium, in which case s/he may only remain at Radford University for 9 calendar days). These visitors may not receive income from a U.S. based source other than travel reimbursement for expenses incidental to their visit. It is, however, permissible for the visitor to receive an honorarium from institutions of higher education, affiliated or non-profit entities and non-profit government research institutions if the following criteria is true: Visitors may receive honorarium as long as the visitor’s activities last no longer than 9 calendar days at any single institution or organization AND the visitor may not have accepted such payment or expenses from more than five institutions or organizations over the last six months.

Negotiations, Consultations, Conferences

Persons coming to Radford University to consult with associates, or participate in educational, scientific, professional or business conventions, conferences, festivals or seminars may do so in B-1 status for up to 30 days (cumulative). These visitors may receive no salary or income from a U.S. based company or entity. Reimbursement of expenses may be allowed.

Considerations for Hosting an International Visitor

It is important to note that responsibility for hosting an international visitor is held by the university department, entity or individual issuing the invitation. Prior to issuing a letter of invitation, departments should be aware that pre and post arrival responsibilities are also involved. Hosting an international visitor may include such responsibilities as providing office
space, obtaining RU ID for access to facilities and technology, assistance with temporary lodging/housing, facilitating any payments of honoraria, stipend or reimbursement of expenses allowed for the specific visa holder, and orientation to the university, department and community. A Department Checklist: Sponsoring Short-Term International Visitors, is attached in the appendix of this document.

The International Education Center can provide information pertaining to immigration restrictions for paying an international visitor based on the intended visa classification for entry to the United States, as well as offer suggestions for general orientation materials. A Visa Instruction form is attached in the Appendix of this document, and is to be provided by the department/entity, along with the invitation letter, to the international visitor.

Please note there are persons and institutions/entities throughout the world that are not allowed to enter the United States, accessing certain sensitive technologies in the U.S. or visiting certain laboratories. Those seeking to invite visitors to Radford University should be sure they know who is requesting the invitation. Some of the people/entities prohibited from accessing entry are known to “fish” for invitations.

There are implications for protection of Radford University “property” used by an international visitor. Please contact the Research Compliance Manager at 540-831-5290 for more information.

**Overview of Requirements**

An international short-term visitor is any foreign national coming to Radford University to engage in lecturing, presenting, demonstrating, and other academic engagements, whose visa is not directly sponsored by Radford University. This does not apply to permanent residents (green card holders), DACA individuals (Dream Act), or U.S. Citizens.

All short-term international visitors whose visa is not directly sponsored by Radford University must be reviewed by the inviting department’s Chairperson, Dean, International Education Center Director, Assistant Vice-Provost and Provost regardless of whether payment will be made. The same documentation is required for international visitors whose visa IS directly sponsored by Radford University’s J-1 Exchange Visitor Program. The proposed short-term international visitor will either need an invitation letter to support their application for a visa, or the visitor will already have a visa.

The visitor’s proposed activities must meet the activity criteria outlined above. The IEC Director and Provost has the final authority to determine whether a visitor’s proposed activities meet the criteria and is approved to engage in activities at Radford University.

Visitors wishing to engage in activity resulting in salary or income should likely be in H-1B or J-1 visa status. Please contact the Human Resources Office for hiring international employees and the H-1B process. Please contact the International Education Center for further information on the J-1 Exchange Visitor Program visa classification.

If a department is paying the international visitor a travel reimbursement or honorarium, the visitor must be in B-1 or WB status and you must contact both the International Education
Center and Rhonda Mah, the International Tax Compliance Officer (rmah@radford.edu). For visitors wishing to engage in these activities more frequently than outlined above, a J-1 visa is likely the more appropriate visa. Please contact the IEC for further information on the J-1 Exchange Program.

**Review Process**

To initiate the required review process, please complete the “*Short-Term International Visitor Information Form*”, including the department chair and dean signatures, along with the visitor’s CV, to the International Education Center Director. If hosting a group, please submit a form for each individual.

**Invitation Letters and Process**

Upon approval, the inviting department is responsible for issuing invitation letters to the short-term international visitor(s). A sample template for the invitation letter is attached in the *Appendix* of this document.

After the required export and activities review is completed, and approvals are obtained as evidenced by signature on the Short-Term International Visitor Information Form, the IEC will notify the inviting department of final approval. The department may then issue the invitation letter, and send the visitor pre-arrival and visa information details. A copy of the invitation letter sent via email to the IEC Director is appreciated.

**Observing the Procedure**

Short-Term International Visitors found to be on campus who have not adhered to the procedures outlined in this guide are not permitted to participate in any university scholastic programs. The Assistant Provost for Academic Programs and International Education Center will have the authority to deviate from these guidelines, subject to applicable laws and restrictions, on a case-by-case basis.
APPENDIX I

DEPARTMENT CHECKLIST

SPONSORING SHORT-TERM INTERNATIONAL SCHOLARS

PRE-ARRIVAL:

_____ Identify Department Contact: Identify the individual(s) departmental sponsor who will work with the scholar to facilitate all aspects of the program.

_____ Agreement: Create an agreement specifying duties and responsibilities of Radford University and the scholar.

_____ Travel Authorization: If Radford University is making payment or reimbursement of expenses, a travel authorization form must be completed. See travel procedures at: http://www.radford.edu/content/accounting-services/home/travel.html

_____ Radford University paperwork, as set forth in the “Sponsoring Short-Term International Visitors: Departmental Guidelines”. Biographical information for the visitor and departmental information is required on the Short-Term International Visitor Information form.

_____ Arrange Payments to Scholars, if applicable: Contact Rhonda Mah (rmah@radford.edu) regarding contracts and tax implications for payments made to the intending short-term international scholar.

_____ Logistical arrangements: Departments are responsible for providing assistance for housing, RU ID cards and access to facilities, and other logistical concerns set forth in the Departmental Guidelines. Contact the IEC for further information.

POST-ARRIVAL FOR ALL SCHOLARS:

_____ Radford University ID Card – Obtain RU ID card and any spouse/dependent ID cards, if needed. Heth Hall, first floor.

_____ Radford University Parking – register vehicle and obtain visitor parking tag, if needed. Heth Hall, first floor.

_____ Online Accounts – Activate Radford University computing account or guest account, if needed. If needed, contact the IT Help Desk, Heth Hall.

_____ Departmental/Campus Orientation – Secure and acclimate to office or work space allocations, university guidelines, campus tour, and introductions to community, as needed.
APPENDIX II

SHORT-TERM INTERNATIONAL VISITOR INFORMATION

Please answer each item. All information is required by the U.S. government for completion of certain immigration documents, or university processes. Please type fill-in fields, print, then send for approval signatures as described.

International individuals coming to Radford University’s campus require an appropriate visa in order to receive payment from RU or engage in activities of the university. In some cases, the International Education Center must issue the necessary immigration document for the individual to obtain a visa. Please submit the following information at least three months in advance of the proposed visit.

International Visitor Information

LAST NAME: __________________________________ FIRST NAME: __________________________________ MIDDLE NAME: __________________________________

PREFERRED MAILING ADDRESS ______________________________________________________________

DATE OF BIRTH Month: _______ Day: _______ Year: _______

CITY OF BIRTH ___________________________ COUNTRY OF BIRTH ___________________________

COUNTRY OF LEGAL PERMANENT RESIDENCE: __________________________________ CITIZENSHIP: __________________________________

GENDER: □ Male; □ Female PHONE NUMBER: ________________________________

EMAIL ADDRESS: ____________________________________________ @

EMERGENCY CONTACT __________________________________________ (Name) (Phone)

OCCUPATION _______________________________________________________

DATES OF INTENDED VISIT TO RADFORD UNIVERSITY: _________________________________

INTENDED DATES OF TRAVEL to R.U. ___________________________________________________

Other than vacation, if you had any previous stay in the United States, please complete the following:

Visa Type: □ F-1; □ J-1; □ Other, please specify __________________________

Dates of Previous stay in the United States: Month: _______ Day _______ Year _______ until Month: _______ Day _______ Year _______.

Accompanying Dependents, if any

LAST NAME: __________________________________ FIRST NAME: __________________________________ MIDDLE NAME: __________________________________

DATE OF BIRTH Month: _______ Day: _______ Year: _______

CITY OF BIRTH ___________________________ COUNTRY OF BIRTH ___________________________
COUNTRY OF LEGAL PERMANENT RESIDENCE: ____________________________ CITIZENSHIP: ____________________________

GENDER: __________ Male: ________ Female

Sponsoring Departmental Program and Duration Information:

RADFORD UNIVERSITY SPONSORING DEPARTMENT: ____________________________

RADFORD UNIVERSITY SPONSOR CONTACT PERSON: ____________________________

PHONE #: ____________________________ E-MAIL ADDRESS: ____________________________

BRIEF DESCRIPTION OF SCHOLAR/VISITOR’S PROPOSED ACTIVITY/PROGRAM WHILE IN THE U.S.: ____________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

Please note: J-1 Scholars are allowed to enter the USA 30 days before the program start date. Visitors arriving after the program start date may be denied entry. Please plan the program start date accordingly.

PROGRAM DATES: ___________ / _____ / ______ TO _____ / _____ / ______

(MONTH) (DAY) (YEAR) (MONTH) (DAY) (YEAR)

FINANCIAL SUPPORT:

Radford University’s total financial contribution to the visitor/scholar (include reimbursement of expenses and/or salary) TOTAL AMOUNT OF PAYMENT FROM RU $________________________

______ This program has not received funding from any U.S. Government Agencies

______ This program has received funding from the following U.S. Government Agencies:

(Please name agency and amount): ____________________________ $________________________

$________________________

Other Sources of Funding: Personal Funds: $________________________

Exchange Visitor Government: $________________________

Exchange Visitor Institution/Employer: $________________________

Other Organizations: $________________________

PLEASE SPECIFY AMOUNT OF PAYMENT FOR EACH CATEGORY:

(This information is required for taxation purposes)

Total amount stated on PR-40 form $________________________

$_________ Honorarium $_________ Stipend $_________ Travel expenses

Is the University providing Room & Board? _____ Yes _______ No
I hereby grant permission for the department and the International Education Center to begin the process of inviting an international visitor to Radford University, as specified herein, to perform services for the university for the duration of time and the detailed amount of payment.

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<td>Director, International Education Center</td>
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Please return to International Education Center, P.O. Box 7002 after all except final signature has been obtained. Director of IEC will sign and processing of necessary immigration documents for the visitor will begin at that time.
**APPENDIX III**

**VISA INSTRUCTIONS**

Most visitors should apply for a B-1/B-2 visitor visa at the U.S. Embassy/Consulate in order to enter the U.S. as a Business/Tourist visitor. Please review the Department of State website (http://tinyurl.com/b1b2visa) for more information on this type of visa. The length of a visitor’s initial permission to stay in B-1/B-2 visa the U.S. is determined by the officer at the port of entry.

Some individuals may be eligible to enter the U.S. on the Visa Waiver Program (WT) instead. The Visa Waiver Program allows visitors from certain countries to visit the U.S. for pleasure or business up to 90 days without a visa. For a complete list of participating countries, please visit the department of State website http://travel.state.gov/visa/temp/wt/out/without_1990.html#countries.

Visitors must also meet certain requirements to participate in the program. Eligible visitors do not need to visit a U.S. Consulate or apply for a visa prior to visiting the U.S. Visa waiver travelers will instead be required to register their travel plans in the ESTA (Electronic System for Travel Authorization) a minimum of 72 hours prior to departure for the U.S.

Individuals on the Visa Waiver Program are not eligible to change status, nor may they apply for an extension of their stay beyond 90 days. Individuals who previously experienced visa denials or who believe they may be ineligible for a visa should contact their local U.S. Embassy or Consulate prior to attempting travel on the Visa Waiver Program.

Visitors should be aware that precise entry and exit information will be kept electronically. This means anyone who “overstays” his or her visit in the U.S. will have that information immediately and permanently available to immigration officers. If visitors come in B-1 or B-2 status, or the Visa Waiver Program, remember they are only allowed to be in the U.S. until a specific date which is stamped in the passport upon entering the U.S. If the visitor does not leave by that date, they will be considered an “overstay”. Consequences of overstaying a visit to the U.S. may vary from a “review with immigration officials to removal from the United States or even a bar from future entry, depending on individual circumstances.
APPENDIX VI
SAMPLE INVITATION LETTER

DATE____________________
VISITOR’S NAME

VISITOR’S TITLE
VISITOR’S INSTITUTION
VISITOR’S ADDRESS

Dear VISITOR TITLE/NAME,

It is my pleasure to invite you to visit Radford University on DATES. During your stay here you will be hosted by Radford University RADFORD HOST NAME(S)/TITLE(S), DEPARTMENT(S).

The purpose of this visit is PURPOSE. During your visit to Radford University, you will ACTIVITIES VISITOR WILL ENGAGE IN.

I understand that during your stay in the United States, VISITOR’S FINANCIALLY RESPONSIBLE PARTY will be financially responsible for all medical insurance and medical expenses, including emergency expenses, as well as ALL OTHER EXPENSES VISITOR IS RESPONSIBLE FOR (i.e. HOUSING, MEALS, TRANSPORTATION, COMPUTER & SUPPLIES, ETC). This invitation does not constitute any financial obligation on the part of RADFORD UNIVERSITY HOST NAME(S), Radford University, or its affiliated centers/departments during your stay in the U.S. other than RADFORD UNIVERSITY FINANCIAL OBLIGATIONS (i.e. HONORARIUM, REIMBURSEMENT OF EXPENSES, OFFICE SPACE, ETC).

We wish you a pleasant and productive visit to Radford University. Please contact me with any questions or for additional information.

Sincerely,

HOST NAME/TITLE/DEPARTMENT
APPENDIX IV

SHORT-TERM INTERNATIONAL VISITOR AGREEMENT

This agreement, effective as of __________ (date), is by and between Radford University, a state agency and educational institution of the Commonwealth of Virginia, with International Education Center office located at 105 Cook Hall, Jefferson Street, Radford, VA 24142 (hereinafter “University”) and ________________________________.

WHEREAS, ________________________________ desires to utilize existing expertise, facilities and equipment at the University to (conduct research, teach, lecture, or other purposes); and

WHEREAS, the collaboration described in this agreement is consistent with and mutually beneficial to the educational and scientific purposes of the parties; and

WHEREAS, the purpose of this agreement is to establish terms and conditions under with the University will allow ________________________________ to use University’s facilities and perform activities described herein.

NOW THEREFORE, the parties agree as follows:

1. The period of this agreement is from the effective date of __________, 20____ Through __________,20____ , unless terminated earlier by either party by written notice.
2. The University authorizes ________________________________ to use facilities of the university to perform said activities detailed above.
3. The principal technical contract at the University shall be __________________________ and the principle administrative and/or contractual contact for the University shall be the Director of the International Education Center.
4. The services to be provided by the University and the technical scope of the activities of the International Visitor at the University, including any materials that the International Visitor may bring to the University, are described in attachment A of this agreement.
5. During the terms of this agreement, it will be appropriate and necessary for the International Visitor to have access to certain University technical expertise, materials and equipment. Unless informed otherwise, the parties agree that the project, its related data and information, the results of the project, and the University expertise shall not be considered confidential information. In the event that either party anticipates any disclosure of confidential information, the parties shall enter into a confidential disclosure agreement prior to such disclosure.
6. The Short-Term International Visitor remains and employee of __________________________ and is not employed by Radford University. The University will not provide compensation in any form other than potential honorarium to the International Visitor. The International Visitor is responsible for any travel costs to and from the University. In addition, the International Visitor understands that the University will not make any employer contributions to retirement, Workers compensation, or any other funds on
behalf of the international visitor, nor will the university provide the international visitor with health, life or other insurance.

7. Any creative ideas, developments, products, and inventions, whether patentable or not developed or conceived during performance of the project shall be the property of the creating party’s institution. The parties agree to promptly disclose all such ideas, developments and inventions to the other party. In the event a party determines that these matters are of sufficient importance to merit patent, copyright, or other legal protections, the parties will cooperate fully, as may be requested, in the prosecution of such matters. The International Visitor agrees to grant the University a royalty fee non-exclusive paid up perpetual license to use any intellectual property created by the International Visitor for noncommercial and educational purposes.

8. The University acknowledges that the International Visitor is coming to the University from________________________ and participates in any on-going research. The University will not claim any interest in any technology or materials, including any materials that the International Visitor may bring to the University. Further, the University acknowledges that it will not claim any interest in products that the International Visitor conceived, generated or reduced for practice prior to the period of the agreement and/or which do not involve the use of information of materials provided by the University. ___________________________represents and warrants that the International Visitor has full rights to any materials that may be brought to use at the University.

9. Neither party will use the name of the other party in any advertising or make any form of representation or statement in relation to the activities undertaken which would constitute an express or implied endorsement of any commercial product or service without first having obtained written permission of the other party.

10. The International Visitor agrees to be bound by all University policies and procedures, and by applicable state and federal rules and regulations pertaining to the use of University facilities and to the conduct of the project under this agreement. The International Visitor agrees to the full extent allowed by law that the University shall not be liable under any circumstances for injury or damage done or suffered to the Visiting Scholar’s person or property while on the University premises, and the International Visitor shall assume all risk of such injury or damage while on the University premises, to the extent not covered by the state torts act.

11. This agreement shall be governed by and interpreted in accordance with the laws of the Commonwealth of Virginia, without giving effect to principles of conflict of law.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed and delivered as of the dates shown below.

RADFORD UNIVERSITY:

By:______________________________  By:______________________________

Print Name:________________________  Print Name:________________________

Title:______________________________  Title: Director, International Education
INTERNATIONAL VISITOR’S ACCEPTANCE: I have read and understand this agreement, and agree to perform my obligations as an International Visitor at Radford University under this agreement.

By: ________________________________ (International Visitor)

Print Name: ___________________________ Date: ___________________________