



Request for Honorarium Payments to International Visitors

Visitor Information

Last Name: _____

First Name: _____

Address: _____

Email: _____

Country of Residence: _____

Visa Status: _____

Social Security or ITIN Number*: _____

★ *If the visitor does not have either of these, he/she will not receive payment until they apply for one and the IRS issues a number. This could take between 4-6 weeks.*

Michigan Tech Contact Name and Department: _____

Dates of activity for which visitor is being paid: _____

Briefly describe the activity:

Eligibility for payments: Visitors in business or tourist status (B-1, B-2, WB, WT) may be paid Honoraria if the visitor:

- a) Is engaged in the activity being compensated for any portion of nine consecutive days or less
AND
- b) Has not been paid or reimbursed by more than five other US institutions or organizations during the past 6 months.