

Instructions for a Short-Term Visitor who is currently in the U.S. in J-1 Status at another institution

1. Provide a letter of invitation to the visitor, outlining the expectations of their visit: dates, duties, compensation, expense reimbursement. **It is important to note in this letter of engagement that any stipend or honorarium may be subject to federal, state, and/or local tax withholding.** Expense reimbursement is subject to the same IRS and Dickinson College documentation requirements (i.e. receipts).
2. Ask the visitor to inform the Responsible Officer or Alternate Responsible Officer at their institution to review this letter and to provide them with a letter endorsing their activities at Dickinson ([sample](#)). This endorsement must be sent to Tom Meyer either via post or email (meyert@dickinson.edu).
3. Once the guest has accepted the terms of the offer letter, ask the guest to complete the [Payment Information Sheet](#) and return it to Tom Meyer (meyert@dickinson.edu). This information is required for the completion of the required IRS Form 1042S and Form 8233, if tax treaty exemptions apply. Tom Meyer will prepare these forms for your guest to sign and return to him for processing.
4. Prepare a payment voucher for your guest's compensation. Be sure to include the account number to be charged as well information on where and when to send the payment. Please note that the processing of checks may take up to nine business days.

