

## Instructions for a Short-Term Visitor who is not yet in the U.S.

1. After completing the Visitor Information Form, please consult Lauren Brown to determine the most appropriate visa status for your guest. Depending on the type of visa your guest needs, processing may take up to ninety days.
2. 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. Visitors without a US Social Security Number or Individual Taxpayer Identification Number will be subject to thirty percent federal tax withholding.** Expense reimbursement is subject to the same IRS and Dickinson College documentation requirements (i.e. receipts).
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](mailto: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. At this time, Lauren Brown will be able to assist with any required visa documents.
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.