

### Required Documents for Honorarium Paid to Foreign Nationals

Important Notification:

- The Department of Homeland Security (DHS) has automated the I-94 Arrival/Departure forms. The I-94 Form is only issued to individuals traveling by air or sea. Any travelers entering the U.S. by land will receive an I-94 card.
- All passports will have an admission stamp.
- Individuals wanting the I-94 printout should be directed to [www.CBP.gov/I94](http://www.CBP.gov/I94) website.
- B2 and WT visa holders must be present in the U.S. prior to receiving an invitation to be paid an honorarium.

Visa Types	B1	B2	WB (Visa Waiver)	WT (Visa Waiver)	F-1	J-1
<b>Required Documents</b>						
Honorarium Acceptance	X	X	X	X	X	X
Substantial Presence Test	X	X	X	X	X	X
Copy of DS-2019						X
Copy of I-20 (Page 1 & 3) if on CPT or OPT					X	
Employment Authorization Document (EAD) F-1 OPT Status only					X	
Letter from Responsible Officer						X
<b>Copies of Visa Documents</b>						
Passport	X	X	X	X	X	X
Visa (Not issued to Canadian citizens)	X	X			X	X
I-94 (Arrival/Departure Card) <b>Only issued to individuals traveling by air or sea</b>	X	X			X	X
U.S. Entry Stamp in Passport	X	X	X	X	X	X
Nexus Card (Canadian Only) <b>No Passport Issued</b>	X	X				
<b>Treaty Claim (U.S. ITIN, SSN or EIN Required)</b>						
Individual (Optional)	Form 8233	Form 8233	Form 8233	Form 8233	Form 8233	Form 8233
Entity Only (Required)	W-8 (BEN, ECI, EXP or IMY)	W-8 (BEN, ECI, EXP or IMY)	W-8 (BEN, ECI, EXP or IMY)	W-8 (BEN, ECI, EXP or IMY)	W-8 (BEN, ECI, EXP or IMY)	W-8 (BEN, ECI, EXP or IMY)