

USM Office of International Programs
International Visitor Data

Please complete this form as soon as you begin planning to invite an international visitor to campus so that appropriate documentation can be provided. The US Department of Homeland Security has strict regulations regarding payment to foreign nationals. US Internal Revenue Service has strict regulations about tax withholding and payments to foreign nationals. These regulations need not hinder our efforts at internationalizing the campus, but they do provide an additional level of care and foresight in our planning.

Please be aware that international visitors must request visa status appropriate to their purpose before arrival in the US. Therefore, if your guest is already in the US we will need to assess their eligibility for payment based on their current visa status.

Hosting USM Department: _____ Date today _____

USM faculty or staff member serving as primary host: _____

Campus address, Phone and e-mail: _____

Visitor name (please type or print) as it appears in the passport) _____

Date and place of birth (city and country): _____

Country of Citizenship _____ Country of Permanent Residence _____

Position in home country _____

Address _____

Phone: _____ e-mail _____

Beginning and ending dates of period at USM _____

If currently in the US, what type of visa does the visitor hold? _____ US Social Security # _____

Has the visitor been physically present in the USA during the past 12 months? _____ If 'yes' please explain: _____

Please call or e-mail any question on the above items. **Domenica T. Cipollone** – 207-780-4959(phone)
Domenica@usm.maine.edu 207-780-4933(fax)

Remuneration to be offered: _____ Honorarium/stipend: \$ _____

(Please enclose a copy of the letter of appointment/invitation.)

Housing _____

Meals _____

Travel expenses _____

Other (please specify) _____