

Inviting & Paying an Honorarium to a Foreign National

The hiring department should use this checklist to make sure all necessary steps have been completed to pay a foreign national. Confirm completion of all steps with Andrea Jackson 828.251.6560 in 209 Phillips Hall.

Name of Foreign National: _____

Title of Activity: _____

Date of Activity: _____

DD-MMM-YYYY

Initial Documentation:

- Completed [Foreign National Information Form](#)

Pre-arrival planning:

- Confirm that honorarium is allowable based on visa type.
- Finalize the activity details: title of activity; date; time; honorarium amount and whether travel expenses will be reimbursed.
- If individual is on a VW or B visa, confirm if they meet the 9/5/6 honorarium rule (see definition below). If not, **STOP** and reevaluate.
- If the individual is a F-1 or J-1 student/scholar/trainee, direct the individual to get permission letter from both home department and International Office (at their sponsoring agency).
- If the individual is a F-1 or J-1 student/scholar/trainee determine if honorarium is allowable.
- A letter of invitation must be sent to every Foreign National invited to UNC Asheville who will receive payment for services or travel expenses (see details below). Ask your chair to send an invitation letter to communicate the details of the activity with a copy to your dean.

When the individual has arrived on campus:

- Foreign national should complete affidavit for 9-5-6 Rule.

Department completes the following:

- Request for Honorarium (send to Andrea Jackson).
 - Check will be picked up from Accounts Payable when ready or
 - Check should be mailed directly to foreign national's address by Accounts Payable

Letter

The letter should come from the Chair of the department that is sponsoring the activity. The letter should contain the following information:

- Name of the event or activity
- Date of the event
- The amount of any honorarium that will be paid if any
- Whether travel and/or incidental expenses will be reimbursed
- Contact information at the sponsoring department for further information

9/5/6 Rule

Foreign nationals in B-1, B-2, VWB, and VWT status may accept an honorarium and/or reimbursement of travel expenses for "usual academic activity or activities" if the individual:

- will spend 9 days or less at UNC Asheville;
- has accepted such payment from no more than 5 educational or research institutions (including UNC Asheville) in the previous 6-month period.