Hosting a B-1/wb visitor
For business

Checklist for Visitor

- Checklist for a B-1 Visa Application at a U.S. Consulate can be found at:
  http://usembassy.state.gov/
- Proof that the applicant is properly classifiable as a B-1 visitor for business (usually an invitation letter from the inviting institution,
- Evidence of financial ability to meet expenses
- Proof of residence abroad and intent to return to home country
- Passport, valid for travel to the U.S. valid at least six months beyond the applicant’s intended period of stay in the U.S.
- Some US consulates are requiring the new electronic Form DS-160, which will substitute for all three of the application forms (Form DS-156, Form DS-157, & Form DS-158, if required)
- Two photos, (37x37 mm) showing full face, without head covering, against a light background
- Machine Readable Visa (MRV) surcharge fee, currently $131
- Visa Reciprocity Fee (if applicable)

Consular Evaluation of Eligibility

- Whether the B visa applicant qualifies as a nonimmigrant in general
- Whether the applicant intends to leave the U.S. at the end of a temporary stay
- Whether the applicant has permission to enter a foreign country at the end of the temporary stay
- Whether adequate financial arrangements have been made to enable the applicant to carry out the purpose of the visit and to then depart the U.S.
- Whether the stated purpose of the applicant’s visit fits within the range of permissible B-1 activities by examining any letters or other documentation and the applicant’s own statements
- Whether the applicant has a residence abroad that he/she does not intend to abandon, by reviewing the place of physical abode and examining the nature of the applicant’s ties abroad, including work, family, and social ties
- Whether the amount of funding the applicant has will be sufficient to allow him/her to avoid unlawful employment in the U.S. and whether the source of funding is credible
- Whether the applicant’s plans are specific and realistic for the entire period of the planned visit and whether the planned period of time in the U.S. is consistent with the purpose of the trip.

Source of Information

9 Foreign Affairs Manual Section 41.31. U.S. Department of State. Available online at:
http://www.state.gov/m/a/dir/regs/fam/c22167.htm
**Who is a B-1 or WB Visitor?**

Individuals invited or request to be invited to the University to participate in scientific, educational, professional, or business conventions, conferences, or seminars. They may also undertake independent research or observe business or vocational operations and activity. This also includes medical students, pursuing a medical degree at a foreign institution, who are coming to the U.S. to engage in a required, unpaid clerkship. All their expenses in the U.S. must be met by personal funds. Medical doctors coming to observe or consult with colleagues.

**Letter of Invitation**

Visitors will often ask for an “invitation” letter. While there is no special format for this letter, it must be on letterhead and should include:

* The name of the visitor
* Who is inviting this person
* Department
* Dates of visit
* A few sentences regarding what the person will be doing on the campus,
* Information about financial support but it is crucial to make it clear that the visitor will not be employed by UC Denver.

**Honorarium**

In some cases, B-1 visitors can have their expenses reimbursed. In some limited cases, B-1 visitors can also be paid an honorarium. If the visitor was, is, or will be here on a visa waiver (WB/WT) or visitor visa status (B-1/2), s/he will need to meet the requirements for receiving an honorarium in B status.

The rules are as follows:

* S/he cannot have been involved in the activity on this campus for more than 9 days, and
* S/he cannot have received more than 5 US payments in the past 6 months, and
* S/he will need to fill out and sign an honorarium compliance statement, and
* S/he will need to fill out and sign a W-8BEN.

The compliance form, the PV, and all attachments, please contact the International Tax Consultant, Bernadette Mirelez, Payroll and Benefits Services, for final approval and for processing the 30% tax withholding that will come out of the payment.

Bernadette.Mirelez@cusys.edu; phone number in Boulder 303-735-5573

**Hosting a Visitor**

ISS recommends the following considerations:

* The housing/hotel needs of the individual.
* The transportation needs of the individual
* ISS strongly urges the visitor to purchase insurance during his/her stay. We can provide a list of carriers upon request.
* Upon the Visitor’s arrival, please send a scanned copy of the visitor’s passport, visa, & I-94 card to an International Scholar Advisor.

**Note:** The International Scholar Services unit maintains a list of hotels near both campuses.

**International Scholar Services Staff**

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