**International Visiting Scholar Visa Waiver Reminders:**

If inviting an international visiting scholar on a visa waiver, please use the A&S International Visiting Scholar template for the letter of invitation and keep the following UK guidelines in mind to ensure the international scholar can receive an honorarium:

-International visiting scholars cannot be offered or promised a speaker fee. Please avoid presenting payment as a “speaker fee” in correspondence.

-International visiting scholars on visa waivers can be paid an honorarium.

 -The amount for an honorarium is limited to $2000.  No exceptions.

-The duration of the named activities at UK must be limited to 9 days in the letter of invitation. [This is also stated in the template]. Visiting scholars may be able to stay in the U.S. for longer but they can only be engaged in activities at UK for 9 days.

-UK can make and pay for travel arrangements [airline ticket, hotel] in addition to providing an honorarium. Alternatively, travel expenses can be reimbursed if receipts are provided.

-Do not mention the amount of the honorarium in the invitation letter. See invitation template. The amount should be discussed via phone or skype.

-An up-to-date list of countries on the Visa Waiver Program can be found through the Department of State, Bureau of Consular Affairs, here: <https://travel.state.gov/content/travel/en/us-visas/tourism-visit/visa-waiver-program.html>

-For International Visiting Scholars on other visas, please check the International Center’s International Student and Scholar Services webpage for more information, <http://international.uky.edu/isss>

**A&S Template for Letter of Invitation for International Scholars with Visa Waivers**

*Print on Sponsoring Department/Program Letterhead*

Date

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

On behalf of the **[name of program or department]** I am writing to invite you to **(attend/visit)** the **(name of workshop/ conference/independent research etc.)** at the University of Kentucky from **[month, day, year]** to **[month, day, year].** Because of regulations, these activities must be limited to a maximum of 9 days at the University of Kentucky.

 During your visit to the University of Kentucky, we are delighted to have you engage in the following activities:

**[Describe the activities/event]**

Compensation isn’t permitted. However, it is our intention to provide you with an honorarium as a demonstration of our appreciation.

We look forward to welcoming you to the University of Kentucky. If you would like to accept this invitation, please contact me to discuss via Skype, email or telephone. At that time, we will discuss details and documentation that may be necessary for the University to process the honorarium.

Sincerely,

**[Name, Title]**

**[Department]**