

Sample Foreign Visitor Honoraria Letter

Dear Professor _____,

We are so pleased that you will be speaking at our _____ Research Workshop in [month of visit]. In order to pay you an honorarium, we need to get the following information from you:

- ITIN or Social Security Number
- A copy of your passport
- A copy of your visa
- A Copy of your I-94 card
- Form LA-6 with your original signature
- Form 8233 with your original signature (if you are from a country that has a Tax Treaty with the United States, and wish to be exempt from the standard 30% withholding tax deduction on honoraria payments) or Form 1001 for Canadians.

If you are traveling on a J-visa, we will also need the following:

- A copy of form DS-2019
- Written permission from your sponsoring institution (if other than Stanford) to receive payment from Stanford

I am enclosing copies of the required forms for you to fill out and sign. Please send me these forms with an original signature (i.e. not faxed or photocopied) in the enclosed envelope.

Thank you so much for your help with and attention to these administrative matters. If you have questions about any of this, please feel free to contact me at [insert e-mail/phone # here].

Sincerely,

Name
Title (Faculty or Graduate Student Coordinator)
[Name] Research Workshop
Stanford University