The B1/B2 visa is a nonimmigrant “temporary visitor” status for persons seeking to enter the United States temporarily for business (B-1), for pleasure or medical treatment (B-2), or combination of both (B-1/B-2), purposes. The U.S. Department of State (DOS) and Department of Homeland Security (DHS) offer the B1/B2 visa/status in four (4) types as follows:

--B-1 (Visitor for Business)  --B-2 (Visitor for Pleasure)
--B-1/WB (Visa Waiver for Business)  --B-2/WT (Visa Waiver for Pleasure)

**NOTE:** B1/B2 status holders are **NOT** eligible to engage in degree study or employment in the United States.

**The visa waiver program**

Citizens from over 30 countries may enter U.S. for tourism or business for 90 days or less without a visa if they meet visa waiver program requirements. Please click [Visa Waiver Program (VWP)](http://travel.state.gov/visa/temp/without/without_1990.html) to learn more.

*Department of State (DOS) and Department of Homeland Security (DHS) may not view B-1/WB or B-2/WT visitor status as appropriate for someone coming to a university to study; conduct research, consult, or lecture if the visit is less than three weeks. Other visa categories such as a J-1 exchange visitor or F-1 student may be more appropriate if the duration of the visit is more than three weeks. Contact the Office of International Student and Scholar Services at isss@wku.edu to determine if a J-1 or F-1 visa is more appropriate visa type to visit the U.S.*

Visitors of countries participating in the Visa Waiver Program (VWP) who wish to come under visa waiver may be granted permission to enter for 90 days only and may not extend their stay. The list of VWP countries and requirements, including Electronic System for Travel Authorization (ESTA), can be found on the US Department of State website at [http://travel.state.gov/visa/temp/without/without_1990.html](http://travel.state.gov/visa/temp/without/without_1990.html).

**B1/B2 visa application process**

In order for the prospective visitor to visit the States for the purpose of visiting WKU, the prospective visitor MUST apply for a tourist visa (B1/B2). The Visitor Visa is a nonimmigrant visa for persons desiring to enter the United States temporarily for business or for pleasure or medical treatment. To apply for the tourist visa the prospective visitor must submit the following documents to the U.S embassy at their home country:

1. Completed [visa application](#) with the appropriate fee (approx. $160)
2. Valid Passport (for at least 6 months after entry to the States)
3. WKU letter of invitation issued by host department stating reasonable reason for visa application
4. Letter from prospective visitor explaining purpose of their trip to enter U.S. (pleasure, amusement, visiting relatives or medical treatment) and they will remain for a specific and limited period. Letter should confirm that the individual has not received more than 5 honoraria in the past 6 months
5- Documentation from prospective visitor indicating they have a residence (ownership of property, full time job; etc.) outside U.S. as well as other binding ties to insure their return abroad at the end of the visit to U.S. In another words, evidence of compelling social and economic ties abroad
6- Evidence of funds to cover expenses of the trip and expenses in the U.S. (Bank Statement)

For tips on visa interview, visit our website at www.wku.edu/isss/future/what-expect-visa-interview.php. See the U.S. Department of State’s information on Visitor’s Visas for Pleasure and Business at http://travel.state.gov/visa/temp/types/types_1262.html for further information and requirements.

Payment (Honorarium)
B1/B2 visa/status holders are NOT eligible to engage in degree study or employment in the United States and therefore, cannot be added to payroll records. However, a B1/B2 visa holder may receive an honorarium. Honorarium is defined as a gratuitous payment, gift, travel repayment or reimbursement of incidental expenses (lodging, meals and/or supplies) which is not made in exchange for services constituting employment. The Honorarium can be offered to a B1 visa holder under following conditions:

1. The visit at WKU is NO more than (9) nine days at any single institution
2. B1/B2 visa holder must have no more than five institutions visits within a six-month period (dates are listed on the I-94 card)
3. The honorarium must not be made in exchange for services constituting employment. The services being provided are typical for an academic activity. Examples: lecturing, teaching, guest speaking; participating in WKU meeting(s), performances, etc
4. The international visitor must have a WKU invitation letter reflecting the following information: nature and type of services, location and dates when the services will take place
5. The international visitor must have valid form I-94, Arrival/Departure Record (to be issued by U.S. immigration at the airport), valid passport and B1/B2 visa, social security number (SSN), or an Individual Tax Identification Number (ITIN)
6. U.S. tax law may require WKU to withhold approximately 30% of the honorarium for federal tax

WKU academic departments are urged to contact Mr. David Lewis, Tax Compliance Accountant (270-745-5859, david.lewis@wku.edu) to seek clarifications on the Honorarium and tax withhold. Additionally, David may meet with the guests upon their arrival to secure the necessary tax forms and confirmation that the individual is still eligible for an honorarium payment.

If the visitor’s length of stay will be three weeks or more, we URGE future WKU short term visitors to seek a J-1 visa to assure a visa to the states and ease the way for WKU to pay the visitor any compensation. For more information on the J-1 visa, please visit our International Student and Scholar Services (ISSS) office at: www.wku.edu/isss/scholars/index.php