The Office of International Programs works primarily with students, short term visiting scholars as well as visiting faculty and researchers. OIP is a good place to start with your questions regarding hosting an international visitor. If we are not the appropriate office to assist you we will do our best to direct you to the appropriate campus resource.

If your visitor is going to be paid or reimbursed for expenses you must work with the appropriate USM department to confirm what paperwork is needed for this process. The staff within the International Programs office works with visa issues and is not always up to date on the required payment procedures so we encourage you to speak directly with the appropriate staff noted below.

- For reimbursement of expenses and/or honorariums contact:
  Sarah Hopkins in Business Services at 780-5208 or shopkins@usm.maine.edu

- To add a visiting faculty member/research scholar to the University Payroll system contact: John Toye at 780-5888 or jtoye@usm.maine.edu

It is important to begin this process early, well before the visitor arrives in the US!

If a visitor arrives in the US without the correct type of visa the University may not be able to pay him/her.

It is also important to understand that the University and your visitor will be subject to all US tax and payroll laws and regulations. In many instances any payments made to your visitor (with the exception of expense reimbursement) will be subject to US payroll withholding laws. This is also true for honorariums!

In some instances your visitor may be exempt from US taxes based on a tax treaty agreement between the US and their home country. However, to take advantage tax treaty benefits your visitor MUST
**successfully apply for a US Social Security Number.** In order to be eligible for a US Social Security number your visitor must:

1. Be in the US on the appropriate type of visa which allows the visitor to work legally. A visitor on a TOURIST (visitor for business or travel) is NOT eligible for a SSN. The International Programs Office can speak with you about which type of visa make sense for your visitor.

2. Obtain a letter from the International Programs Office providing verification of work eligibility.

3. The Visitor needs to be in the US long enough to qualify for a SSN. According to the rules of the Social Security Administration the visitor must
   a. Be in the US at least 10 business days before they are eligible to apply for a SSN. This allows time for their immigration record to be processed and available to the Social Security Administration.
   b. They must be in the US **at least 14 days beyond** the date that they are submitting the Social Security application in person. If they are not their application may be automatically denied.

It is important to keep these rules in mind as you work with your visiting scholar to plan their time at this institution. While they may still be eligible for payment without a SSN it does mean that they may be subject to having 35% of their salary or honorarium withheld for tax purposes.