

PROCEDURE NUMBER: FINA 2.12 Procedure

SECTION: Administration and Finance

SUBJECT: International Visiting Scholars

DATE: November 1, 2025

REVISION:

Procedure for: All Campuses

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Issued by: Administration and Finance – Controller’s Office

Procedure

The University Administration and Finance Division, Controller’s Office, will ensure compliance with University Policy FINA 2.12. This procedure is applicable to campuses, units, and departments requesting payment for services rendered or travel reimbursements by international visiting scholars. The purpose of this procedure is to supplement the associated policy by providing additional resources, detail, and guidance on paying international visiting scholars.

Important Forms

[Invitation Letter – Visiting Scholar](#)
[Payments to Foreign Nationals Matrix](#)
[9-5-6 Attestation Form](#)
[Honorarium Payment Form](#)

A. Visas and Required Documentation

International visiting scholars must obtain the appropriate visa classification as required by the U.S. Citizenship and Immigration Services (USCIS). The hosting department is responsible for completing the [Invitation Letter](#), in collaboration with the visiting scholar, to ensure the correct visa type is proactively selected and obtained. This letter also directs the scholar to the [Payments to Foreign Nationals Matrix](#), which outlines the permitted payments for each visa classifications. The purpose of the matrix is to serve as a tool to illustrate allowable expenses by visa classification and does not preclude scholars from gathering all necessary supporting documentation in coordination with International Student and Scholar Support.

The intended form of payment to the scholar will determine both the appropriate visa type and the documentation required for entry into the United States. It is essential that the correct visa classification is selected, as failure to do so may result in delays or the inability to process the payment, as foreign nationals are strictly limited in what sources of income they are authorized to accept, per Internal Revenue Service regulation.

The [9-5-6 Attestation Form](#) should be completed for visa types B1 and VWB, unless only travel reimbursement is requested. The scholar's completion of this form attests that the paid academic activity will not last longer than nine days, from more than five institutions, within a six-month period.

B. Travel Authorizations

Travel Authorizations (TAs) are pre-trip estimates of total expenses, which detail respective expense types (e.g., airfare, lodging, etc.) and funding sources. TAs are required for **all** international visitors (Non-US Citizens). To create a TA, navigate to PeopleSoft Finance > Main Menu > USC Finance eForms > Student/NonEmployee Travel eForm. Before submitting a TA for a non-employee traveling from a foreign country, departments must consult the [Payments to Foreign Nationals Matrix](#) to ensure all required documentation is obtained. The University cannot approve the TA until the necessary documentation has been reviewed and verified.

The Controller's Office Tax Team is responsible for reviewing payments and immigration documentation to evaluate applicable tax obligations only. The Tax Team cannot provide immigration-related guidance or contact agencies (e.g., U.S. Customs and Border Protection) to request modifications to entry stamps or immigration records.

For further information on TAs, refer to [FINA 2.50 Procedure](#) (Travel). For questions, contact the Travel Team at tesubmit@mailbox.sc.edu.

C. Honorariums

The [Honorarium Payment Form](#) should be completed and submitted with the Payment Request in PeopleSoft for honorariums paid to international visiting scholars. Honorariums should not exceed \$5,000. Any honorarium over this amount requires department-level approval and must include a justification memo along with the Honorarium Payment Form.

For further information on honorariums and submitting Payment Requests, refer to [FINA 2.13 Policy](#) (Honorariums and Royalties) and [FINA 2.12 Procedure](#) (Accounts Payable), respectively.

History of Revisions

DATE OF REVISION	REASON FOR REVISION
November 1, 2025	New Procedure