

## Speaker / Guest Lecturer Letter Template

**Note on using this template:** This template should be used by departments who are authorized to hire international speakers for department events. It is strongly recommended that if the department is paying a fee, honorarium and/or expenses to the speaker that they use this template to formalize the agreement.

Please note, you cannot promise the speaker that the College will not withhold any taxes. The College is required by law to withhold taxes for any payments in excess of \$10,000 for any event/activity, even if the payment is spread among multiple individuals.

Delete sections which are not applicable, particularly the payment of fees and expenses. Two signed originals should be sent with an addressed return envelope. The Permission to Record must be signed if you plan to record or photograph the speaker in any way. The particulars of what may be recorded and how (e.g. still photos and voice only) may be changed but the Release and Distribution rights may not be changed without risk management review.

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Date

Dear [Professor/Dr./Ms./Mrs./Mr.]:

On behalf of [Department/Program of \_\_\_\_\_], I am pleased to invite you to visit our campus for [period of time not exceeding 9 days], for the purpose of [lecture, symposium, conference, etc].

In order to assist you in this visit we [may/will] provide you with reimbursement for expenses to help with the cost of your travel providing you can present backup documentation for the expenses.

Additionally, the College will pay you an honorarium of [amount] in association with your visit. However, the College may only make these payments if your affiliation will not exceed nine (9) days, and you have not accepted this type of payment from other U.S. institutions or organizations more than five (5) times during the last six (6) months. Also, the honorarium payment may be subject to 30% taxation if you are not eligible to claim a Tax Treaty benefit.

In order for Hampshire College to remain in compliance with all U.S. immigration and tax regulations, it is imperative that you enter the United States with the appropriate immigration visa status. If you are required to obtain a visa to enter the United States, you may make application to the U.S. Consul for a B-1 (Visitor for Business) visa.

If you are not required to apply for a visa prior to your visit you should, upon your arrival at the United States port of entry, advise the inspecting Immigration Officer that you are coming for temporary business purposes and that you wish to be granted the appropriate status. You should use this letter as the reason for your visit.

Please coordinate the specifics of your visit with \_\_\_\_\_ of our staff at [telephone number] or [email] so we may better assist you with your visit.

Sincerely,

[Signature]  
[Title]  
[Department/Program]

Please sign and return a copy of this letter to indicate your understanding and acceptance of the terms of this offer.

[Signature of recipient]