

## **Documentation required for foreign nationals (non US citizens) attending GEOS-504B and GEOS-504C**

1. Registration form and “Statement of Honoraria Recipients”(This statement is used in association with honoraria payment and/or expenses associated with the activities to foreign visitors who come to the US on visa types B1/B2 and WB/WT)

Note: Registration period remains open until approximately one month before short course.

2. In order to consider your application complete we should receive by the dateline the following:

- a. **Registration form and “Statement for Honoraria Recipients” form filled-out, signed and dated.**

- b. **Immigration documentation :**

Ahead of arriving in the US, participants are required to supply to the UofA:

- I. **legible copy of passport page showing photograph and expiration date**

- II. **legible copy of passport page showing visa, or alternatively, “Border Crossing Card”**

- Mexican nationals may have a “Border Crossing Card” that they use in lieu of a visa
- Nationals of countries that participate in the “[US visa waiver program](#)” are not required to have a visa to enter the US.

These two immigration documentation items are submitted to the UofA along with a list of short course attendees and their type of visa. The UofA does not authorize Purchase Orders (PO’s) until all documentation is approved and complete. The UofA may request better copies and/or additional documentation. There are commonly 25 to 35 foreign participants in a short course. Thus, the collection process typically occurs over a period of a couple of months, and must be completed about three weeks before the short course begin for all pre-payment items to occur in time.

3. Upon arrival in the US, participants are further required to supply:
  - a) **Legible copy of I-94** (entry/exit record) form: U.S. Citizenship and Immigration Services Arrival/Departure Record is provided to every alien when he/she enters the country. This form indicates the period of

time the alien can stay in the United States and the alien's visa type. Copy of this form must be obtained prior to the foreign visitor's departure from the United States.

- **Those short course participants that are entering the US with “Border Crossing Cards” have to make sure that the immigration officer at the port of entry provides them with an I-94 form.**
  
- b) **A legible copy of flight return ticket and/or itinerary**, or if traveling by car, letter stating date of entry and departure to and from the US.

**IMPORTANT NOTE:**

The short course participants from countries from the “Visa waiver program” may not get a I-94 upon arrival to the US, the Customs & Border Protection (CBP) has stopped issuing paper I-94 Arrival/Departure Record cards. Now, in lieu of the paper I-94s, CBP is using an automated system.

If this is your case, you will need to visit the following CBP link: [Admission \(I-94\) Number Retrieval portal](#). This is the website where you need to go to in order to print a copy of your I-94 form and number.

All these items described before are submitted to the UofA before departure of foreign short course participants. With 25 to 35 foreign attendees, this collection process typically occurs over several days. If the short course consists of travel in smaller towns and/or long days in the field, the time necessary for document collection and remittances to the UofA is compounded.