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). You will receive it online. 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”
         o 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 10 to 15 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 begins for all pre-payment items to occur in time.