

OFFICE OF INTERNATIONAL STUDENT AND SCHOLAR SERVICES

This form must be completed by the Northwestern host department intending to host a B1/WB visitor. Please review [our website](#) for details on hosting B1/WB visitors. Appropriate activities include consultation, observation, or giving a single lecture. B1/WB visitors cannot hold official Northwestern appointments approved by the Office of Research or Faculty Affairs Office. These appointments include Visiting Scholar, Visiting Research Collaborator, and Visiting Pre-doctoral Fellow.

NU DEPARTMENT INFORMATION

Department Name:

If the department is providing reimbursement for travel expenses, please talk to payroll and/or accounts payable.

B1/WB VISITOR INFORMATION

Surname (Last):

First Name(s):

Home Institution:

Country of Citizenship:

COMPLIANCE REQUIREMENTS

In compliance with federal regulations governing the B1/WB visitor, you are certifying that all information in this submitted request is true and accurate. Your signature below indicates that you agree to the following:

The Visitor:

- is limited to a stay of 90 days or less without extension for the purpose of consultation and/or observation – not research.
- cannot displace US workers and will not have a research appointment through Northwestern University.
- cannot participate in or volunteer services/expertise toward any exercise essential to departmental operations.
- must be in the presence of a supervisor when observing the use of lab equipment.
- may not be involved in any patient contact or interact with any research subjects, either directly or indirectly.
- cannot be paid for services but may be reimbursed for travel expenses and/or given assistance with accommodations.
- cannot intend to obtain employment within the U.S., including a change of status to J-1 or H-1B.
- must have an institutional affiliation in their home country or country of residence.
- must have adequate finances and sufficient health insurance to support themselves for the duration of stay.

The Department:

- must report any changes/violations related to the visitors stay to the OISS.

DEPARTMENT SIGNATURES

Department Contact:

Signature Here

Date:

Hosting Faculty/PI:

Signature Here

Date:

REQUIRED DOCUMENTS FOR ALL REQUESTS

- Invitation letter from the department (see [our website](#) for a template).
- Confirmation of health coverage through the [Visiting Scholar Plan](#) (VSP) [or waiver of VSP enrollment](#), approved by the Office of Risk management.
- Biographical page of passport

SUBMISSION INSTRUCTIONS

Complete requests should be emailed as one PDF to Evrequest@northwestern.edu

email subject: "B Request: LAST NAME, Start Date" (e.g. B Request: WILDCAT, 04/01/2024)

pdf file name: "Breq_LAST NAME, First Name" (e.g. Breq_WILDCAT, Willie.pdf)

Please note the OISS processing time is **2 weeks** upon receiving a COMPLETE request.