



This form is to request a B1/WB visitor and must be completed by a Department Contact. Before proceeding please review our [website](#).

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 B-1/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 US, including a change of status to J-1 or H-1B.
- must have an institutional affiliation in his or her home country or country of residence.
- must have adequate finances and sufficient health insurance to support himself/herself for the duration of stay.

The department:

- must report any changes/violations related to the visitor's stay to the IO.

DEPARTMENT SIGNATURES

Department Contact: _____ Date

Hosting Faculty/PI: _____ (sign here) Date

(sign here)

REQUIRED DOCUMENTS FOR ALL REQUESTS

- Invitation letter from the department (to be approved by the IO) see our website for a template.
- Visiting Scholar Health Insurance Form (approved by [Office of Risk Management](#))
- Biographical page of passport

SUBMISSION INSTRUCTIONS

Complete requests should be e-mailed as one PDF to EVrequest@northwestern.edu

e-mail subject: "B Request: LAST NAME, Start Date" (e.g. B Request: WILDCAT, 04/01/2013)

pdf file name: "BReq_LAST NAME, First Name" (e.g. BReq_WILDCAT, Willie.pdf)

Please note our IO processing time is **2 weeks** upon receiving a COMPLETE request.