

Registrar's/Visa Office  
EAST-WEST CENTER  
1601 East-West Road, Honolulu, HI 96848

### **Visa Information For B-1 and B-2 Visitors**

East-West Center conference and workshop participants whose exchange programs are not supported by USG funds may apply for a B-1 (visitor for business) visa. All participants and visitors to the U.S. are responsible for obtaining and entering the United States in the appropriate visa status.

#### **B-1 (Business) visas can be issued to:**

- Persons participating in scientific, educational, professional, or business conventions or conferences.
- Persons undertaking independent research.
- Persons who will undertake training in the U.S. at the request of their foreign employer and who will continue to receive their salary from their foreign employer.
- Persons who will engage in commercial transactions that do not involve gainful employment.

#### **B-1 Visa Restrictions**

- Cannot accept full-time or part-time teaching or research positions or other employment for which you are paid by a U.S. institution.
- Can accept only reimbursement for travel expenses and subsistence/living allowance (i.e., per diem, housing, meals, reimbursement for incidental expenses).
- Cannot accept honoraria as compensation for services performed in the U.S.\* Honoraria can only be paid for work done abroad and is considered to be reimbursement for expenses.

#### **B-2 (Tourist) visas can be issued to:**

- Visitors for pleasure travel including tourism, social visits to friends or relatives, recreational activities; or for participating in amateur musical, sports, or similar events with no remuneration.
- Persons seeking medical treatment.
- Persons accompanying a B-1 business visitor, such as spouses and dependents, relatives of a J-1 exchange visitor, or non-spouse partners.
- Language students in a short course of study with attendance under 18 hours per week.

#### **B-2 Visa Restrictions**

- Cannot engage in business activities, training programs, or study (except as noted above).
- Cannot accept employment or compensation for services.
- ***Cannot receive remuneration or reimbursement for travel, incidental expenses, living costs, or honoraria.\****

\*Exceptions to this rule are allowed if visitor is participating in an activity *not exceeding nine days* and is *not receiving honoraria or reimbursements from more than five U.S. institutions of higher education, nonprofit organizations affiliated with institutions of higher education, or nonprofit or governmental research organizations within the prior six-month period.* [Note: To receive an honoraria payment, visitor must have or have applied for a Social Security Number (SSN) or an Individual Taxpayer Identification Number (ITIN).]

## Visa Application Procedures

For information on B visa, please go to <https://travel.state.gov/content/travel/en/us-visas/tourism-visit.html>. Please apply for your visa as soon as possible by taking or sending the following items to the nearest U.S. Embassy or Consulate. Please check with the consulate whether any other documents and fees are required. The list below is not completely inclusive and you may be required by the consular officer to submit additional documents. To avoid delay, you should submit as complete a set of documentation as possible when you first submit your visa application. You can search for information on the U.S. embassy/consulate(s) in your home country at <https://www.usembassy.gov/>.

- **Valid passport** (valid for at least six months beyond the length of your intended stay).
- **Nonimmigrant visa application Form DS-160** available via the U.S. Embassy/Consulate website or <https://ceac.state.gov/genniv/> Please note that the DS-160 must be completed electronically.
- **Evidence of financial support:** Letter of invitation, EWC Participation Agreement and/or Bank Statement. Your letter of invitation or Participation Agreement states what the Center is providing for your support during your visit to the U.S. These are allowable expenses and are not considered payment for employment. If you and another institution(s) are cost-sharing your participation in a Center activity, you may be required to present evidence of this financial support. You will be responsible for all expenses of any family members accompanying or joining you.
- **Evidence of your intent to return to your home country** after a temporary visit to the U.S. For example, a letter from your employer, documents outlining your plans while in the U.S., or other evidence such as family ties, employment, or similar binding obligations in your home country.
- **Digital 2 X 2 jpeg formatted passport-size photograph** to be uploaded to Form DS-160. Guidelines: <https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/photos.html>
- **Visa fees:** Please check with the consulate regarding the nonimmigrant visa processing fee (US\$160) and any additional fees for the B-1 or B-2 visa.

## Admission Procedures

Upon arrival at the U.S. port of entry, you must present to the Bureau of Customs and Border Protection (CBP) Officer your valid passport which must contain a valid B-1 or B-2 visa. You will go through inspection prior to getting your luggage, so be sure that your passport, EWC letter of invitation or participation agreement, return air ticket, and other documentation confirming the purpose of your visit are in your possession (and not in your luggage). For more information on admission procedures at the port of entry, please visit <https://www.cbp.gov/travel/international-visitors>

**IMPORTANT:** If you have a dual B-1/B-2 visa and you are a participant in an EWC program/activity, please clearly inform the inspector that the purpose of this visit is for business (for example, participation in an EWC workshop or conference). ***If you are incorrectly admitted as a B-2 tourist when you should be a B-1 visitor, you cannot receive any remuneration from a U.S. source.\****

B-1/B-2 visitors are generally admitted for a duration of time that is “fair and reasonable for the completion of the purpose of the visit” but not to exceed six months. Should Inspectors be unable to determine a fair and reasonable period of admission, CBP will grant a 30-day period of admission.

For I-94, Arrival/Departure Record, please go to <https://i94.cbp.dhs.gov/i94/#/home>

*If you have any questions, please contact your EWC Program Officer or the EWC Visa Officer, Registrar's/Visa Office, East-West Center, 1601 East-West Road, Honolulu, HI 96848, USA, Email: [smallm@eastwestcenter.org](mailto:smallm@eastwestcenter.org)*