

DEPARTMENTAL GUIDELINES FOR INVITING VISITING SCHOLARS IN B-1 (BUSINESS) VISA

GENERAL INFORMATION

I. Who Qualifies For a B-1 Visa?

The B-1 visa may be utilized for individuals who will temporarily visit the U.S. at the invitation of Cedars-Sinai Medical Center's faculty member or Principal Investigator to conduct professional business such as attending conferences, consulting and other legitimate activities of a professional nature described below. It does not include employment or productive labor for an U.S. employer or on an independent basis. The visitor is required to show evidence of having residence abroad which he/she has no intention of abandoning as well as evidence which shows the purpose of the trip, intent to depart the U.S., and arrangements made to cover the costs of the trip.

II. What Types of Business Activities Can a B-1 Visa Holder Engage In?

B-1 visitors are limited in the activities in which they are permitted to engage as follows:

- Participation in scientific, educational, professional, or business conventions, conferences, or seminars; or
- Undertake independent research at the Medical Center
- A medical doctor visiting the Medical Center to observe or consult with colleagues on the latest techniques, provided no remuneration is received from a U.S. source and no patient contact is involved (look but don't touch).

III. B-1 Visa Limitations:

- Most B-1 admission duration are granted for the period necessary to conduct the business, up to 6 months.
- Direct patient care, access to patient care areas [clinics] or the Operating Room is not permitted.
- Gainful employment is not permitted and requires a separate employment visa.

IV. Reimbursement of Incidental Expenses:

B-1 visitors may accept an honorarium payment and associated incidental expenses for a usual academic activity lasting no longer than 9 days at any single institution, provided that the alien has not already accepted such payment or expenses from more than 5 institutions in the previous 6-month period.

Incidental expenses may not exceed the actual reasonable expenses incurred for travel, meals, lodging and other basic services.

HOW TO INVITE A B-1 VISITOR

- Contact Academic Human Resources-Immigration Services as soon as you are aware that a potential visitor may be coming to Cedars-Sinai so that we can assess the appropriate visa category.
- Complete and submit the **B-1 Visa Request Form** with the required supporting documents to AHR for issuance of the CSMC official invitation letter. 15 business days is required for processing.
- Departments will be notified by our office once the materials are ready to be picked-up to be forwarded to the visitor.

VISA APPLICATION PROCESS

Individuals without a valid B-1 visa in their passport must apply for a stamp at the U.S. Consulate/Embassy in their home country. *[Exception: Canadian citizens]*

The visitors must present the required application and supporting documents at the visa interview. The processing time may also vary therefore the visitor should contact the U.S. Consulate or Embassy to obtain the timeframes and specific procedures. Visit <http://www.usembassy.gov/> for a complete listing.

Note: The approval of the B-1 visa and admission in B-1 status is subject to the interpretation and discretion of both the Consular Officers and CBP officers at the port of entry.

WHAT TO DO WHEN THE B-1 VISITOR ARRIVES AT CSMC

- Immediately contact Renata Giron or Hao Nguyen for review of passport and visa documents.
- Visitors on a B-1 visa will not need to attend orientation, have a physical examination or TB test.
- Once the visitor has been appropriately in-processed by our office, we will make arrangements for a temporary badge. If Davis Building access is necessary, please contact Carlos Sandoval at 3-7697.
- Upon completion, the B-1 visitor will need to return the CSMC ID badge to Personnel Records.