

CEE Faculty Sponsor Cheat Sheet for Burges Visiting Professors

Non US Citizens and non green card holders

All international Burges visiting professors can request travel reimbursement and / or honorarium, regardless of visit length and whether salary is requested as well. The visa timeline indicates the minimum time prior to the visit that is required to apply for and process a visa.

	visit 9 days or less	Visit more than 9 days
no salary requested	<p>Visa type: ESTA program (if eligible) or B-1, B-2, Visa waiver program (VWP)</p> <p>Visa timeline: ESTA - Up to 72 hours; B-1/B-2: 3 weeks to 3 months</p> <p>UW title requirements: No official UW title</p> <p>Key notes: UW Honorarium Rule ("9/5/6" Rule) applies. The applicant will apply for tourism visas, but CEE will refund the application fee.</p>	<p>Visa type: J-1</p> <p>Visa timeline: 4 months</p> <p>UW title requirements: Visiting scholar</p> <p>Key notes: Must be 100% FTE with external funding that meets UW salary minimum.</p>
salary requested	<p>Not applicable. Visits of 9 days or less are not eligible for salary.</p>	<p>Visa type: J-1</p> <p>Visa timeline: 4 months</p> <p>UW title requirements: Visiting Assistant/Associate/Professor (Rank commensurate with home institution; CEE faculty vote + board approval required)</p> <p>Key notes: Must be 100% FTE. Combined salary paid by UW and visitor's home institution must meet UW salary minimum.</p>

US Citizens and green card holders

Unless otherwise noted, all Burges visiting professors can request travel reimbursement and / or honorarium, regardless of visit length and whether salary is requested as well. No visa or additional work authorization is required.

	visit 9 days or less	Visit more than 9 days
no salary requested	UW title and requirements: No official UW title	UW title requirements: Visiting scholar Key notes: UW appointment required.
salary requested	Not applicable. Visits of 9 days or less are not eligible for salary.	<p><u>Case 1: Max 40% FTE</u></p> <p>UW title requirements: Affiliate appointment (rank commensurate with home institution)</p> <p>Key notes: Salary for teaching is depending on course load and commensurate with that of other outside instructors in CEE. Appointments follow the academic cycle (June 30 end date).</p> <p><u>Case 2: Min 50% FTE</u></p> <p>UW title requirements: Visiting Assistant/Associate/Professor (Rank commensurate with home institution; CEE faculty vote + board approval required)</p> <p>Key notes: Combined salary paid by UW and visitor's home institution must meet UW salary minimum. If visitor serves as instructor of record, then start and end dates must align with academic year or quarter. <i>Not eligible for travel reimbursement or honorarium.</i></p>

Key Reminders

- **Titles:** CEE Faculty sponsors should inform applicants that during the visitor's time at the UW, they will be acknowledged with the distinction of Visiting Burges Professors, however, they will be assigned an official UW academic personnel title that aligns with the nature of their visit activities and/or the requirements of their visa status.
- **Honorariums** may only be processed for academic events like lectures, colloquiums, and public presentations.
- **Tax Requirements:** Non-U.S. citizens **must** have an approved visa to receive compensation and pay appropriate taxes.
- **Citizenship Disclosure:** Applicants with U.S. citizenship or green cards should disclose their status to their CEE faculty sponsor and in their application for a streamlined process.
- **Cross-Institution Visits:** Non-U.S. citizens visiting another U.S. institution should confirm that their work authorization allows a visit to UW.
- **ESTA Program/B-1 or B-2 Tourist Visas:** The applicant should be aware that they need to apply for these visas (UW doesn't play a role in this process), but CEE will refund the application fee.