

**CHECKLIST FOR INVITING A J-1 EXCHANGE VISITOR TO TOWSON UNIVERSITY**

**Step 1 – Meet with AVP for International Initiatives and Department Chair**

Begin planning at least a semester in advance.

Contact Christopher Powers, AVP for International Initiatives and your Department Chair to discuss any international exchange or visit program and associated expense BEFORE making any commitments to potential visitors.

**Step 2 – Contact NRA Tax Office**

Contact the University's NRA Tax Office to evaluate tax implications of proposed financial arrangements & support for the visitor. Discuss any direct payment, reimbursements or payments made on behalf of the visitor such as purchasing a plane ticket. Determine if visitor should be considered a consultant or an employee, if applicable.

**Step 3 – Research1 0 d 3 8 p 5 p T d ( 1 0 3 6 u p 6 9 1 b e 1 6 2 & b 4 3 f p 3 n f 9 6 T w 0 ( d b 4 6 t ) 6 e ) 3 7 ( p t 6 6 t ) 6 R 6 p T d c 2 7 5 8 p 5 6 T w 0**