

Issuing Invitation Letters for a non-WSU individual who will be visiting WSU for the purpose of obtaining an educational experience or to conduct research or perform a service

1. Before submitting an Invitation Letter to a non-WSU individual who will be visiting WSU for the purpose of obtaining an educational experience or to conduct research or perform a service (individual), the submitting office/department must answer the following questions:
 - How long will the individual be here?
 - What will the individual be doing?
 - What is the individual's title while at WSU?
 - Where will the individual be working (office, classroom, lab, etc.)
 - If lab, office/department to identify whether Environmental Health and Safety (EHS) has been consulted RE appropriate training.
 - If EHS has not been consulted, office/department must consult EHS
 - Who will be supervising the individual?
 - Will the individual be paid and/or receive compensation from WSU?
NOTE: If the individual will be paid and/or receive compensation from WSU, the position must be approved and posted before the office/department may make an offer.
 - If yes, is the individual going to be an employee¹?
NOTE: Regardless of whether the individual will be a paid employee, the individual must undergo a background screening.
 - If yes, office/department to identify whether HR and Payroll Manager have been consulted.
 - If HR and Payroll Manager have not been consulted, office/department must consult HR and payroll
 - If no, office/department must consult Payroll Manager.
 - What is the individual's immigration status?
 - If not a US citizen or lawful permanent resident, what is the individual's visa category?
 - If not a US citizen or lawful permanent resident, office/department to identify whether the University Center for International Education (UCIE) and Office of Research Compliance have been consulted.
 - If UCIE and Office of Research Compliance have not been consulted, office/department must consult UCIE and Office of Research Compliance
 - Does the invitation letter include the terms and conditions reflected in the attached Addendum created by the Office of General Counsel and available on UCIE's website?
 - If not, office/department must update the letter to incorporate the addendum language before issuing the letter.
2. Once all questions have been answered, the office/department may issue the invitation letter

¹ The determination of whether an employment relationship exists is based on federal regulations, not the classification assigned by the office/department.