



## ELIGIBILITY FOR PAYMENT FOR NON-U.S. CITIZENS THROUGH PROCUREMENT SERVICES

Directions: This form must be completed for any request for Honorarium or Payment for Services of a Non-U.S. citizen before contacting Procurement to complete the W-8. Section 1 is to be completed by the department. Section 2 must be completed by the visitor upon arrival to campus. Section 3 will be completed by International Students & Scholar Services (ISSS) who verifies visa documentation. The visitor or department designee must submit the passport and other visa documents listed on page 2 to complete the form.

When ISSS approves the form, a copy of the approval will be sent to the department. Please retain a copy of this form for your records. The department should then contact Procurement to complete the W-8 & Supplier Data Collector Form for Foreign Suppliers. It is the responsibility of the engaging department to complete this form first. Procurement Services will assume that this has been completed if they receive a request for supplier registration and payment. For more information, please contact [Procurement Services](#).

### SECTION 1: UNIT INFORMATION *To be completed by the department*

Name of the Unit: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

### SECTION 2: VISITOR INFORMATION *To be completed by the visitor upon arrival*

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
 Middle Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 (mm / dd / yyyy)

Local U.S Address: \_\_\_\_\_ *(If the person does not have a local address, please place the Department's Name in the 'Local U.S Address' line above.)*

Foreign Address: \_\_\_\_\_

Admission Number on I-94 Form: \_\_\_\_\_ U.S. SS Number or ITIN Number \*\*: \_\_\_\_\_

Visa Type\*: \_\_\_\_\_ *(If entering on a B-1, B-2, W/B, or W/T visa type, I certify that the activity I am involved with will last no longer than 9 days and that I have not accepted payment from more than 5 institutions or organizations during the previous 6-month period.)*  
 (\*See page 2)

Type of Reimbursement:  Honoraria  
 Payment for Services

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### SECTION 3: AUTHORIZATION *To be completed and signed by ISSS*

Document Title: \_\_\_\_\_ Issuing Authority: \_\_\_\_\_

Document Number: \_\_\_\_\_ Expiration Date (if any): \_\_\_\_\_

Document Title: \_\_\_\_\_ Issuing Authority: \_\_\_\_\_

Document Number: \_\_\_\_\_ Expiration Date (if any): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(ISSS Staff Approval)*



## VISA TYPES FOR PROCUREMENT SERVICES COMPENSATION

VISA TYPE *	VISA DESCRIPTION	DOCUMENTS NEEDED	COMPENSATION REGULATIONS **
B-1	Visitor for business	Passport, Visa, I-94	Permits payment for honorarium <i>(no longer than 9 days &amp; 5 institutions in 6 months).</i>
B-2	Visitor for pleasure	Passport, Visa, I-94	Permits payment for honorarium <i>(no longer than 9 days &amp; 5 institutions in 6 months).</i>
W/B	Visa waiver for business	Passport, I-94	Permits payment for honorarium <i>(no longer than 9 days &amp; 5 institutions in 6 months).</i>
W/T	Visa waiver for business	Passport, I-94	Permits payment for honorarium <i>(no longer than 9 days &amp; 5 institutions in 6 months).</i>
J-1	Exchange Visitor	Passport, Visa, I-94, DS2019, Letter from Responsible Officer of school issuing DS-2019 permitting us to pay visitor	Restricted compensation. Contact ISSS for additional information.
J-2	Dependent of J-1 (Can work anywhere)	EAD Card (I-766)	Compensation permitted with EAD Card (I-766) only.
F-1	Student (From other institution)	Passport, Visa, I-94, I-20, EAD Card if Honorarium	Honorarium only with EAD Card.
F-1	UD Student (Full-Time/ Part-Time)	Passport, Visa, I-94, I-20	Need authorization from ISSS
H-1B	Temporary worker	Passport, I-797 Approval notice, I-94	NO HONORARIUM PERMITTED.
T/N	Professional Participant of North America Free Trade Agreement (NAFTA) – NO VISA required.	Passport (If available), I-94	Payment or compensation by sponsoring employer only. (Renewable annually)
<b>(Canadian Citizens</b> – Minimum of I-94 required for any remuneration. I-94 is available at Point of Entry at a cost of \$6.00.)			
PR or Pending PR	Permanent Residency	Permanent Resident Card or EAD Card (I-766), (Proof of country of citizenship required)	Permits payment for honorarium.

**\*\* A Social Security Number or ITIN # is not required for honorarium payments if form P-1 is provided. Please contact procurement for more information when completing the W-8 with their office.**