



Office of Foreign Students and Scholars

UDW-8 FORM

DIRECTIONS: Section 1 is to be completed by the department. Section 2 must be completed by the visitor upon arrival to campus. This form must be completed for any request for direct or indirect payment to or on behalf of a Non-U.S. citizen. Section 3 will be completed by OFSS who verifies visa documentation. The visitor must bring the passport and other visa documents to OFSS to be photocopied and to complete the form.

DEPARTMENT DIRECTIONS: The Unit/Department should send the original receipts to OFSS clearly marked for the person intended for reimbursement. When OFSS approves the UD W-8 form, a copy of the approved form will be sent to the department. It is to be attached to the reimbursement/ payment receipts that will be sent to Procurement Services. OFSS will retain the original UD W-8. Such payments include reimbursement/payment of any travel related expenses (airline, hotel, living expenses, airport shuttle, etc.) whether paid to the individual or to a vendor as well as honoraria and payment for professional services. When airline/rail tickets are directly charged via the Travel Charge Authorization EZ-Form, a copy of the UDW-8 must also be sent through OFSS and prior to being sent to Procurement Services. The department should add Susan Lee (susanl@udel.edu) as an approver to electronic forms.

REIMBURSEMENT/EXPENDITURES AUTHORIZATION FOR NON-U.S CITIZENS WHEN PAID THROUGH PROCUREMENT SERVICES

SECTION 1: UNIT INFORMATION

Name of the Unit: _____

Contact Name: _____ Telephone: _____

SECTION 2: VISITOR INFORMATION

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 Social Security 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 90 days and that I have not accepted payment from more than 5 institutions or organizations during the previous 6 month period.)*

Type of Reimbursement: For Living Expenses For Honoraria or Payment for Services
 For Travel or Transportation

Signature: _____ Date: _____

SECTION 3: AUTHORIZATION (To be completed and signed by OFSS)

Document Title: _____

Issuing Authority: _____

Document Number: _____ Expiration Date (if any): _____

Document Number: _____ Expiration Date (if any): _____

Signature: _____ Date: _____

(OFSS 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 reimbursement of living and travel expenses, and honorarium.
B-2	Visitor for pleasure	Passport, Visa, I-94	Permits reimbursement of living and travel expenses, and honorarium.
W/B	Visa waiver for business	Passport, I-94	Permits reimbursement of living and travel expenses, and honorarium.
W/T	Visa waiver for business	Passport, I-94	Permits reimbursement of living and travel expenses, and honorarium.
J-1	Exchange Visitor	Passport, Visa, I-94, DS2019, Letter from Responsible Officer of school issuing DS2019 permitting us to pay visitor	Restricted compensation. Contact OFSS 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	Permits reimbursement of living and travel expenses. honorarium only with EAD Card.
F-1	Student (UD) Full-Time/ Part-Time	Passport, Visa, I-94, I-20	Need authorization from OFSS
H-1B	Temporary worker	Passport, I-797 Approval notice, I-94	Permits reimbursement of living and travel expenses only. 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)
(Canadian Citizens – 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 reimbursement of living and travel expenses, and honorarium.