



ELIGIBILITY FOR PAYMENT FOR NON-U.S. CITIZENS WHEN PAID 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. 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

Name of the Unit: _____

Contact Name: _____ Telephone: _____

Type of Activity: _____ Dates of Activity: _____

Type of Reimbursement: Honoraria Payment for Services

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.)

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.)

Are you currently on an F-1/J-1 Student visa with UD? Yes ___ or No ___
If yes, complete the following: "By initialing here, I confirm that any work performed for this payment did not take me over the 20 hours/week permitted for on-campus work during a fall or spring semester" : _____

Signature: _____ Date: _____

SECTION 3: AUTHORIZATION

Document Title: _____ Issuing Authority: _____

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

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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 & 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 & 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 & 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 & 5 institutions in 6 months)</i> .
J-1	Exchange Visitor	Passport, Visa, I-94, DS-2019, 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)	During CPT: Passport, Visa, I-94, I-20 with UD CPT authorization. During OPT: EAD Card, Passport, Visa, I-94, I-20	Must have valid EAD Card or CPT authorized on their I-20 with UD as employer.
F-1	UD Student (Full-Time/ Part-Time)	Passport, Visa, I-94, I-20 If on OPT, include EAD Card as well.	Need authorization from ISSS.
H-1B	Temporary worker	Passport, I-797 Approval notice, I-94	NO HONORARIUM/PAYMENT FOR SERVICES PERMITTED. Payment or compensation by visa sponsoring employer only.
T/N	Professional Participant of North America Free Trade Agreement (NAFTA)	Passport, I-94, Visa Canadian Citizens: No visa required.	Payment or compensation by visa sponsoring employer only.
PR or Pending PR	Permanent Residency	Permanent Resident Card or EAD Card (I-766), (Proof of country of citizenship required)	Permits payment for services or 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.**