



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. 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 & 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, 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) |
| (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 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.**