



UDW-8

Payment Authorization for non US-citizens 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. The visitor or department designee must bring the original visa documents to OISS to be photocopied.

When OISS approves the UDW-8 form, a copy of the approved form will be sent to the department. **It is to be attached to the request for payment paperwork and sent to Procurement Services for processing.** OISS will retain the original UDW-8.

Section One: Unit Information – To be completed by the department

Name of the Unit: _____ Contact E-mail: _____
Contact Name: _____ Contact Phone Number: _____

Section Two: Payee 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 you do 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: _____ US 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 of Payee: _____ Date: _____

Section Three – To be completed by the Office for International Students and Scholars

Document Title: _____

Issuing Authority: _____

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

Document Title: _____

Issuing Authority: _____

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

Signature of OISS Representative: _____ Date: _____

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 for honorarium.
B-2	Visitor for pleasure	Passport, Visa, I-94	Permits reimbursement for honorarium.
W/B	Visa waiver for business	Passport, I-94	Permits reimbursement for honorarium.
W/T	Visa waiver for business	Passport, I-94	Permits reimbursement for 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 OISS 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	Student (UD) Full-Time/ Part-Time	Passport, Visa, I-94, I-20	Need authorization from OISS
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)
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.

(Canadian Citizens – Minimum of I-94 required for any remuneration. I-94 is available at Point of Entry at a cost of \$6.00.)

**** A Social Security Number or ITIN # is not required for honorarium payments if form P-1 is provided.**