



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 Honorarium or Payment for Services of a Non-U.S. citizen. Section 3 will be completed by OISS who verifies visa documentation. The visitor or department designee must bring the passport and other visa documents to OISS to be photocopied and to complete the form.

DEPARTMENT DIRECTIONS: 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.

PAYMENT 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. 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.)

- Type of Reimbursement: [] Honoraria [] Payment for Services

Signature: _____ Date: _____

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

Document Title: _____

Issuing Authority: _____

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

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

Signature: _____ Date: _____

(OISS Approval)

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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) |
| (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. |

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