



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