

REQUIRED DOCUMENTATION FOR PAYMENTS TO FOREIGN INDIVIDUALS

<u>INS CLASSIFICATION</u>	<u>WORK/PAYMENT AUTHORIZATION</u>	<u>DOCUMENTATION REQUIREMENTS</u>
<p>Permanent Resident</p> <p><i>Must have U.S Social Security Number (SSN) to claim tax treaty benefits</i></p>	<p>No restrictions, treated as U.S. citizen.</p>	<p>Employment: Foreign National Information Form, attach I-551 Card (Permanent Residence Card) OR I-551 stamp, temporary evidence of lawful admission for permanent residence, must be currently valid, employment authorized until expiration date.</p> <p>Independent Contractor /Consultants: Foreign National Information Form, attach I-551 Card (Resident Alien Card) OR I-551 stamp, temporary evidence of lawful admission for permanent residence, must be currently valid, employment authorized until expiration date, reviewed by Purchasing to determine if Personal Services Contract required.</p>
<p>B-1</p> <p><i>Visitor for Business</i></p> <p><i>Social Security Number not required . No tax treaty benefits are available.</i></p>	<p>Employment: NOT AUTHORIZED TO WORK</p> <p>Independent Contractor: NOT AUTHORIZED TO WORK AS AN INDEPENDENT CONTRACTOR</p> <p>Academic Honorarium: May be paid for honoraria not lasting longer than 9 days at any single institution. Cannot accept honoraria payment from more than 5 institutions within a 6-month period.</p>	<p>Honorarium: Foreign National Information Form, attach copy of Visa, Passport, front and back of their I-94 Card Departure Record and departmental honoraria agreement.</p>
<p>B-2</p> <p><i>Visitor for Tourism</i></p> <p><i>Social Security Number not required . No tax treaty benefits are available.</i></p>	<p>Employment: NOT AUTHORIZED TO WORK</p> <p>Independent Contractor: NOT AUTHORIZED TO WORK AS AN INDEPENDENT CONTRACTOR</p> <p>Academic Honorarium: May be paid for honoraria not lasting longer than 9 days at any</p>	<p>Honorarium: Foreign National Information Form, attach copy of Visa, Passport, front and back of</p>

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	single institution. Cannot accept honoraria payment from more than 5 institutions within a 6-month period.	their I-94 Card Departure Record and departmental honoraria agreement.
<p>F-1 <i>Student</i></p> <p><i>Must maintain full-time enrollment in fall and spring semesters.</i></p> <p><i>Must have a U.S. Social Security Number (SSN) to claim tax treaty benefits</i></p>	<p>Employment: Authorized (Maximum 20 hours/wk. while classes are in session).</p> <p>During school vacation, students may work on campus for maximum of 40hrs/wk. if otherwise eligible and intending to enroll for the next academic term.</p> <p><i>The sponsoring institution <u>must be</u> the University of Louisville.</i></p> <p>Curricular Practical Training: Employment required for completion of the student’s degree program. Requires approval of “designated school official” (i.e. International Center) from sponsoring institution on Form I-20. Employment authorization is job specific and can only be for jobs on U of L campus. EAD (Employment Authorization Document) not required.</p> <p>Optional Practical Training: Employment during or after completion of studies. The total period of employment may not exceed 12 months. Requires recommendation of “designated school official” from sponsoring institution and approval by INS. EAD required.</p>	<p>Employment: Foreign National Information Form, attach copy of Visa, passport, front and back of I-94 Departure Record, and I-20 Form, “Certificate of Eligibility for Nonimmigrant (F-1) Student Status”.</p> <p>Curricular Training: Foreign National Information Form, attach copy of Visa, passport, front and back of I-94 Departure Record, and I-20 Form, “Certificate of Eligibility for Nonimmigrant (F-1) Student Status”. Requires prior approval of “designated school official” from sponsoring institution on Form I-20. Employment authorization is job specific. EAD not required.</p> <p>Optional Training: Foreign National Information Form, attach copy of Visa, passport, front and back of I-94 Departure Record, and I-20 Form, “Certificate of Eligibility for Nonimmigrant (F-1) Student Status”. Requires prior recommendation of “designated school official” from sponsoring institution and approval by INS. EAD required.</p>

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<p>F-2 <i>Dependent of Foreign Students (F-1 Visa holders)</i></p>	<p>Not permitted to work in the United States under any circumstances.</p>	
<p>H-1B <i>Temporary Worker in a Specialty Occupation</i></p> <p><i>Must have a U.S. Social Security Number (SSN). Taxed as U.S. citizen; Not eligible for tax treaty benefits.</i></p>	<p>Employment: Employment permitted only with sponsoring institution that obtained INS approval for the visa classification.</p> <p><i>The sponsoring institution <u>must be</u> the University of Louisville.</i></p> <p><i>However, individuals may receive INS approval to work in H-1B status for more than one employer. Each employer must petition INS and receive prior approval for employment.</i></p> <p>Independent Contractor: NOT AUTHORIZED TO WORK AS AN INDEPENDENT CONTRACTOR.</p> <p>Honorarium: NOT AUTHORIZED TO RECEIVE HONORARIA.</p>	<p>Employment: Foreign National Information Form, attach copy of Visa, Passport, front and back of I-94 Departure Record and I-797, "INS Notice of Action and Prevailing Wage Statement".</p>
<p>J-1 <i>Student</i></p> <p><i>Must maintain full-time enrollment.</i></p> <p><i>Must have a U.S. Social Security Number (SSN) to claim tax treaty benefits</i></p>	<p>Employment: Authorized (if the sponsoring institution is the University of Louisville). Maximum 20hr/wk. while classes are in session.</p> <p>Academic Training: Eligible for 18 months of training following completion of their program.</p> <p>Must obtain prior written authorization from</p>	<p>Employment: Foreign National Information Form, attach copy of Visa, Passport, front and back of I-94 Departure Record and IAP-66 Form, "Certificate of Eligibility for Exchange Visitor (J-1) Status". EAD not required if sponsorship through U of L.</p> <p>Academic Training: Foreign National Information Form, attach copy of Visa, Passport, front and back of I-94 Departure Record and IAP-66 Form, "Certificate of Eligibility for Exchange Visitor (J-1) Status". EAD not required.</p>

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	<p>responsible officer of their designated program sponsor.</p> <p>Postdoctoral Training: Eligible for 36 months of training following completion of their program.</p> <p>Must obtain prior written authorization from responsible officer of their designated program sponsor.</p>	<p>Non-employee Fellowship: Foreign National Information Form, attach copy of Visa, Passport, front and back of I-94 Departure Record and IAP-66 Form, "Certificate of Eligibility for Exchange Visitor (J-1) Status". EAD not required.</p>
<p>J-1 <i>Exchange Visitor</i></p> <p><i>Must have a U.S. Social Security Number (SSN) to claim tax treaty benefits</i></p>	<p>Employment: Employment permitted only with the sponsoring institution that obtained INS approval for the visa classification.</p> <p><i>The sponsoring institution must be the University of Louisville.</i></p> <p><i>If the sponsor is not U of L, prior permission must be obtained from the sponsoring institution.</i></p> <p>Honorarium & One Time Lecture Fee: If the sponsor is not U of L, prior written permission must be obtained from the sponsor.</p>	<p>Employment: Foreign National Information Form, attach copy of Visa, Passport, front and back of I-94 Departure Record and IAP-66 Form, "Certificate of Eligibility for Exchange Visitor (J-1) Status". Copy of written permission from the sponsoring institution must be attached if not U of L. EAD not required.</p> <p>Honorarium & One Time Lecture Fee: Foreign National Information Form, attach copy of Visa, Passport, front and back of I-94 Departure Record and IAP-66 Form, "Certificate of Eligibility for Exchange Visitor (J-1) Status" and departmental honorarium agreement. <i>Copy of written permission from the sponsor must be attached.</i></p>

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<p>J-2 <i>Dependent of J-1 Visa Holder</i></p> <p><i>Must have a U.S. Social Security Number (SSN).</i></p>	<p>Employment: EAD issued by INS, may work for any employer.</p>	<p>Employment: Foreign National Information Form, attach copy of Visa, passport, front and back of I-94 Departure Record, and Employment Authorization Document (EAD), and IAP66.</p>
<p>TN <i>Trade NAFTA (for citizens of Canada and Mexico)</i></p>	<p>Employment: The TN Visa holder may perform professional services for a sponsoring employer in a specific position for a fixed period of time.</p> <p><i>The sponsoring employer <u>must be</u> the University of Louisville.</i></p>	<p>Employment:</p> <p>Citizens of Canada: Foreign National Information Form, attach copy of Visa, passport, front and back of I-94 Departure Record. Canadian citizens may or may not require a visa.</p> <p>Citizens of Mexico: Foreign National Information Form, attach copy of Visa, passport, front and back of I-94 Departure Record and copy of INS Form I-797A. Mexican citizens must have a visa.</p>
<p>VWB <i>Visitor for Business</i></p> <p><i>VISA WAIVER</i></p> <p><i>Social Security number not required. No tax treaty benefits are available.</i></p>	<p>Employment: NOT AUTHORIZED TO WORK</p> <p>Independent Contractor: NOT AUTHORIZED TO WORK AS AN INDEPENDENT CONTRACTOR.</p> <p>Academic Honorarium: May be paid for activities lasting not longer than 9 days at any single institution. Cannot accept honoraria payment from more than 5 institutions within a 6-month period.</p>	<p>Honorarium: Foreign National Information Form, attach copy of Visa, passport, front and back of I-94 Departure Record, "Travel Authorization Form" from ESTA, and departmental honorarium agreement. U.S. tax withholding is required from all VWB visa holders unless applicable tax treaty exists.</p>

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<p>VWT <i>Visitor for Tourism</i></p> <p>VISA WAIVER</p> <p><i>Social Security number not required. No tax treaty benefits are available.</i></p>	<p>Employment: NOT AUTHORIZED TO WORK</p> <p>Independent Contractor: NOT AUTHORIZED TO WORK AS AN INDEPENDENT CONTRACTOR.</p> <p>Academic Honorarium: May be paid for activities lasting not longer than 9 days at any single institution. Cannot accept honoraria payment from more than 5 institutions within a 6-month period.</p>	<p>Honorarium: Foreign National Information Form, attach copy of Visa, passport, front and back of I-94 Departure Record, "Travel Authorization Form" from ESTA and departmental honorarium agreement. U.S. tax withholding is required from all VWT visa holders unless applicable tax treaty exists.</p>