FOREIGN NATIONAL INFORMATION FORM
FOR NON-PAYROLL PAYMENTS

This form must be completed before a foreign national can receive a non-payroll payment (honorarium, award, prize, or reimbursement of business expenses associated with visit to SMU).

Please review list below for your visa type and submit the supporting documents requested with this form.

B-1 (Visitor for Business) **B-2** (Visitor for Pleasure) **WB** (Visa Waiver for Business) **WT** (Visa Waiver for Tourism)	**J-1**	**H1-B - Sponsored by SMU**
• Copy of identity page in passport • **If currently in U.S.** A. Copy of visa stamp in passport **OR** B. Copy of Visa Waiver Approval • **If outside of U.S., upon arrival** A. Copy of visa stamp in passport **OR** B. Copy of Visa Waiver Approval	• Copy of identity page in passport • **If currently in U.S.** A. Copy of DS2019 • **If outside of U.S., upon arrival** A. Copy of DS2019	• Copy of identity page in passport • Copy of stamped 1-94 card in passport

FOREIGN NATIONAL INFORMATION FORM
FOR NON-PAYROLL PAYMENTS

Personal Information		
Last (Family) Name:	**First Name:**	**Middle:**
Country of Citizenship:	**Country of Residence:**	
Passport#:	**Passport Expiration Date:**	**SSN or ITIN:**

Permanent Mailing Address in Country of Residence
Address Line 1:
Address Line 2:

Complete this section for U.S. Address		
City:	**State**	**Zip Code:**

Complete this section for Foreign Address		
City:	**Regional Postal Code:**	
Province/Region:	**Postal Code**	**Country:**

What is actual primary activity of this visit?

- ☐ **Studying in degree program**
- ☐ **Studying in non-degree program**
- ☐ **Conducting Research**
- ☐ **Consulting**
- ☐ **Guest lecture**
- ☐ **Visiting Artist (e.g. give concert, teach class)**
- ☐ **Clinical Activities**
- ☐ **Seminar/Workshop**
- ☐ **Training**

What is the start date of your visa status for this primary activity? _____

Payment type and amount

☐ **Honorarium $**_____ ☐ **Award/Prize $**_____

☐ **Reimbursement of travel, lodging and business expenses associated with visit to SMU $**_____

Current Visa Status OR Visa that will be obtained

- ☐ B-1 Business*
- ☐ B-2 Tourist*
- ☐ WB (Visa Waiver for Business)*
- ☐ WT (Visa Waiver for Travel)*
- ☐ H-1B Temporary Worker

Name of Sponsoring Institution:

_____

- ☐ J-1 (Research Scholar, Professor, Short-Term Scholar)

Name of Sponsoring Institution:

_____

- ☐ J-1 (Student)

Name of Sponsoring Institution:

_____

- ☐ F-1 (Student)

Name of Sponsoring Institution:

_____

- ☐ Other **Please specify:**

_____

***If you checked B-1,B-2, WB or WT status, please complete section below**

1. Will you perform services of academic activities (e.g. guest lectures, seminars, presentations, workshops, special programs, research consultation and collaboration) that are for the benefit of SMU?	☐ Yes ☐ No
2. Will these academic activities at SMU last for longer than nine days?	☐ Yes ☐ No
3. Have you accepted such a payment from more than five(5) institutions or organizations in the previous six (6) month period?	☐ Yes ☐ No
4. Have you ever had another immigration status in the United Sates	☐ Yes* ☐ No

FOREIGN NATIONAL INFORMATION FORM
FOR NON-PAYROLL PAYMENTS

***If you answered yes to previous question (#4), plese complete section below**
Please list any visa immigration activity in the last three calendar years and all F,J.M or Q visas since 1/1/85

Date of Entry	Date of Exit	Visa	Primary Activity/Purpose of Visit	Did you take any tax treaty benefits
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No

Treaty Eligibility

Does your country of residence have a tax treaty with the United States?	☐ Yes ☐ No
If Yes, do you desire to claim exemption from withholding in accordance with tax treaty provisions?	☐ Yes ☐ No

Determining Residency for Tax Purposes

An alien will not be considered a U.S. resident for tax purpose unless the individual:

1) Is a lawful permanent resident of the U.S.
2) Is able to meet the substantial presence test as specified by IRS regulations.

Please complete the following TEST(S) to determine residency status for tax purposes. Check only what is applicable

Test #1 – Exempt from the Substantial Presence Test 1. ☐ I am a lawful permanent resident of the U.S. 2. ☐ I am an immigrant or refugee seeking asylum in the U.S	If box 1 or 2 is checked **do not complete** Test #2. You are a RESIDENT ALIEN for tax purpose. Check Resident Alien in	**TEST #1 RESULT:** ☐ Resident Alien ☐ Nonresident Alien
3. ☐ I am in the U.S. as a teacher, trainee or researcher on J-1 visa for less than two of the preceding six calendar years. 4. ☐ I am a student on F-1 or J-1 visa and have in the U.S. for five or fewer calendar years. 5. ☐ I am a student on F-1 or J-1 visa and have been in the U.S. for more than five calendar years and have established with the IRS that I do not plan to reside in the U.S. when my education is completed.	If box 3,4 or 5 is checked **complete** Test #2.	

Test # 2 - Complete the spaces below indicating the number of days present or will be present in U.S. during the years listed. Do not count days you were exempt if you are a student on F or J visa, generally you are exempt for the first five calendar years you are in the U.S. If you are a teacher or researcher on J visa, Generally you are exempt for the first 2 calendar years you are in the U.S.

Year	Number of days in U.S.		Computation of Test Days in U.S.
Current Year _____		**x 1**	**=**
		x 1/3	**=**
		X 1/6	**=**
		X 1/6	**=**
		Total	**=**

If total is less than 183 days, you are non-resident alien for tax purposes ☐ Nonresident Alien
If total is more than 183 days, you are resident alien for tax purposes ☐ Resident Alien

DETERMINATION

Visa Eligible for Payment (to be completed by HR): ☐ Yes ☐ No HR Initials _____
Treaty Eligibility (to completed by Payroll) ☐ Yes ☐ No Payroll Initials_____