

Honorarium Required Documents

If a US citizen or permanent resident (green card):

- Payment Request Form
- Form W-9
- Copy of green card if a permanent resident

If a Resident Alien:

- Payment Request Form
- W-9 Substitute Form

If a Nonresident Alien:

- Payment Request Form
- W-8BEN
- Honorarium Compliance Form
- Foreign National Information Form
- Copies of:
 - SBC letter of invitation or contract stating purpose of visit
 - Passport ID
 - Visa
 - I-94 card (front and back)
 - Social Security card or ITIN
 - If J-1 visa: copy of DS-2019
 - Letter of individual's home institution authorizing SBC activity

Student Required Documents

- Foreign National Information Form
- W-8BEN
- W-4 and VA-4, if working on campus
- Form 8233, if working on campus and claiming treaty
- Copy of Social Security Card when obtained
- * All other required eligibility forms requested by International Studies

Professor Required Documents

- Foreign National Information Form
- W-8BEN
- W-4 and VA-4, if working on campus
- Form 8233, if working on campus and claiming treaty
- Copy of social security card
- *All other required eligibility forms requested by Human Resources