



**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>B-1</b><br>(Visitor for Business)<br><b>B-2</b><br>(Visitor for Pleasure)<br><b>WB</b><br>(Visa Waiver for Business)<br><b>WT</b><br>(Visa Waiver for Tourism)   | <b>J-1</b>  | <b>H1-B - Sponsored by SMU</b>  |
|---|---|---|
| <ul style="list-style-type: none"><li>• Copy of identity page in passport</li><li>• <b>If currently in U.S.</b><ul style="list-style-type: none"><li>A. Copy of visa stamp in passport</li><li>B. Copy of Visa Waiver Approval</li></ul></li><li>• <b>If outside of U.S., upon arrival</b><ul style="list-style-type: none"><li>A. Copy of visa stamp in passport</li><li>B. Copy of Visa Waiver Approval</li></ul></li></ul> | <ul style="list-style-type: none"><li>• Copy of identity page in passport</li><li>• <b>If currently in U.S.</b><ul style="list-style-type: none"><li>A. Copy of DS2019</li><li>B. Written authorization from sponsoring institution which indicates you can receive payment from SMU</li></ul></li><li>• <b>If outside of U.S., upon arrival</b><ul style="list-style-type: none"><li>A. Copy of DS2019</li></ul></li></ul> | <ul style="list-style-type: none"><li>• Copy of identity page in passport</li><li>• Copy of stamped 1-94 card in passport</li></ul> |



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|   |   |   |                              |   |
|---|---|---|------------------------------|---|
| <b>Personal Information</b>   |   |   |                              |   |
| <b>Last (Family) Name:</b>  |   | <b>First Name:</b>  |                              | <b>Middle:</b>  |
| <b>Country of Citizenship:</b>  |   |   | <b>Country of Residence:</b> |   |
| <b>Passport#:</b>   | <b>Passport Expiration Date:</b>  |   | <b>SSN or ITIN:</b>          |   |
| <b>Permanent Mailing Address in Country of Residence</b>  |   |   |                              |   |
| <b>Address Line 1:</b>  |   |   |                              |   |
| <b>Address Line 2:</b>  |   |   |                              |   |
| <b>Complete this section for U.S. Address</b>   |   |   |                              |   |
| <b>City:</b>  |   | <b>State</b>  | <b>Zip Code:</b>             |   |
| <b>Complete this section for Foreign Address</b>  |   |   |                              |   |
| <b>City:</b>  |   |   | <b>Regional Postal Code:</b> |   |
| <b>Province/Region:</b>   |   | <b>Postal Code</b>  | <b>Country:</b>              |   |
| <b>What is actual primary activity of this visit?</b>   |   |   |                              |   |
| <input type="checkbox"/> Studying in degree program   | <input type="checkbox"/> Consulting                                       | <input type="checkbox"/> Clinical Activities  |                              |   |
| <input type="checkbox"/> Studying in non-degree program   | <input type="checkbox"/> Guest lecture                                    | <input type="checkbox"/> Seminar/Workshop   |                              |   |
| <input type="checkbox"/> Conducting Research  | <input type="checkbox"/> Visiting Artist (e.g. give concert, teach class) | <input type="checkbox"/> Training   |                              |   |
| <b>What is the start date of your visa status for this primary activity?</b>  |   |   |                              |   |
| <b>Payment type and amount</b>  |   |   |                              |   |
| <input type="checkbox"/> Honorarium \$ _____ <input type="checkbox"/> Award/Prize \$ _____  |   |   |                              |   |
| <input type="checkbox"/> Reimbursement of travel, lodging and business expenses associated with visit to SMU \$ _____   |   |   |                              |   |
| <b>Current Visa Status OR Visa that will be obtained</b>  |   |   |                              |   |
| <input type="checkbox"/> B-1 Business*<br><input type="checkbox"/> B-2 Tourist*<br><input type="checkbox"/> WB (Visa Waiver for Business)*<br><input type="checkbox"/> WT (Visa Waiver for Travel)*<br><input type="checkbox"/> H-1B Temporary Worker<br><b>Name of Sponsoring Institution:</b><br>_____<br><input type="checkbox"/> J-1 (Research Scholar, Professor, Short-Term Scholar)<br><b>Name of Sponsoring Institution:</b><br>_____ |   | <input type="checkbox"/> J-1 (Student)<br><b>Name of Sponsoring Institution:</b><br>_____<br><input type="checkbox"/> F-1 (Student)<br><b>Name of Sponsoring Institution:</b><br>_____<br><input type="checkbox"/> Other Please specify:<br>_____ |                              |   |
| <b>*If you checked B-1,B-2, WB or WT status, please complete section below</b>  |   |   |                              |   |
| 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?   |   |   |                              | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| 2. Will these academic activities at SMU last for longer than nine days?  |   |   |                              | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| 3. Have you accepted such a payment from more than five(5) institutions or organizations in the previous six (6) month period?  |   |   |                              | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| 4. Have you ever had another immigration status in the United States  |   |   |                              | <input type="checkbox"/> Yes* <input type="checkbox"/> No |



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**\*If you answered yes to previous question (#4), please 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                     |
|---------------|--------------|------|-----------------------------------|--|
|               |              |      |                                   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|               |              |      |                                   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|               |              |      |                                   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|               |              |      |                                   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|               |              |      |                                   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|               |              |      |                                   | <input type="checkbox"/> Yes <input type="checkbox"/> 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**

|  |   |  |
|--|---|--|
| <p><b>Test #1 – Exempt from the Substantial Presence Test</b></p> <p>1. <input type="checkbox"/> I am a lawful permanent resident of the U.S.<br/>         2. <input type="checkbox"/> I am an immigrant or refugee seeking asylum in the U.S.</p>   | <p>If box 1 or 2 is checked <b>do not complete</b> Test #2. You are a RESIDENT ALIEN for tax purpose. Check Resident Alien in</p> | <p><b>TEST #1 RESULT:</b></p> <p><input type="checkbox"/> Resident Alien<br/> <input type="checkbox"/> Nonresident Alien</p> |
| <p>3. <input type="checkbox"/> 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.<br/>         4. <input type="checkbox"/> I am a student on F-1 or J-1 visa and have in the U.S. for five or fewer calendar years.<br/>         5. <input type="checkbox"/> 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.</p> | <p>If box 3,4 or 5 is checked <b>complete</b> Test #2.</p>  |  |

**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. |
|--------------|------------------------|-------|----------------------------------|
| 2011         |                        | x 1   | =                                |
| 2010         |                        | x 1/3 | =                                |
| 2009         |                        | X 1/6 | =                                |
| 2008         |                        | X 1/6 | =                                |
| <b>Total</b> |                        |       | =                                |

**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 \_\_\_\_\_