THE COLLEGE OF
WOOSTER

International Visitor/Vendor Information Form
For Non-Employee Payments

Instructions

This form should be filled out by resident and nonresident alien individuals and vendors who will be performing services for The College of Wooster (the College) but are not employees. This should be completed even if the international visitor is only receiving expense reimbursements.

The information on this form is used to determine eligibility for payments and the U.S. tax withholding treatment for non-employee payments issued to you.

- Please answer all questions on the form; use N/A if the question is not applicable.
- Resident aliens should also fill out the College's Substitute W-9.

Visitors on F Visas: Students in F status sponsored by other schools may not be paid by the College unless they have an EAD or have been approved for Curricular Practical Training at The College of Wooster. Spouses may not work.

Visitors on J Visas: Students in J status not sponsored by the College must obtain written permission from the International Office of the sponsoring institution before signing a contract to provide services for the College.

Visitors on H-1B, P, or O visas: Visitors in H-1B, P, or O status not sponsored by The College of Wooster may not receive payments for services (including honorariums) from The College of Wooster. The College might be able to obtain their services through their approved employer. Please contact the Assistant Controller before signing a contract.

Visitors on other visas: Please call the Assistant Controller if questions arise about an individual's eligibility to perform services for the College.

Required Documents

If you have the following INS classification.	**Please attach copies of the following documents to this form. These documents are used to verify your eligibility for payment and tax withholding status.**
Permanent resident	No documents required
Permanent resident applicant	EAD or a stamped passport with an I-551 stamp, Contract
Asylee, refugee, or TPS	INS letter or I-94 or EAD showing status, Contract
B-1,B-2,WB,WT	Passport, Visa, DSP 150, I-94, Letter of Invitation
F-1 student	I-94, I-20, Visa, Passport; if OPT need an EAD, Contract
J-1 student or non-student	I-94, DS-2019/IAP-66 Certificate of Eligibility, Visa, Passport, Contract, letter from sponsoring institution authorizing reimbursement or payment if the visa was not sponsored by The College of Wooster.
J-2 spouse	I-94, EAD, Visa, Passport, Contract

DS-2019/IAP-66: Certificate of Eligibility for Exchange Visitor (J-1) Status; copy all pages
DSP 150: Nonimmigrant visa for citizens of Mexico; "Laser Visa"
EAD: Employment Authorization Document; Work Permit; Form I-688A, I-688B, I-766; must be valid and unexpired
I-20: Certificate of Eligibility for Nonimmigrant (F-1) Student; copy all pages
I-94: Arrival/Departure Record (small white card inserted in passport); copy both sides. This form is obtained when a visitor enters the U.S. and is surrendered when the visitor leaves, so a copy has to be made while the visitor is here.
OPT: Optional Practical Training (F-1 status)
TPS: Temporary Protected Status
Visa: Current U.S. visa from passport
Passport: Copy all pages with identification and visa information; Canadian citizens without a passport must present something to prove citizenship and identity, such as a driver's license and birth certificate or citizenship certificate

The form with attachments should be submitted to:

Business Office, Assistant Controller, The College of Wooster, 1101 N. Bever St., Wooster, OH 44691

For questions please contact the Assistant Controller: 330-263-2530 (phone) · 330-263-2334 (fax) · gwilson@wooster.edu

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(Please print)

1. General Information

Legal name as shown on your Social Security Card or Individual Taxpayer Identification Document:	SSN or ITIN __ __ __ - __ __ - __ __ __ __
☐ Please check here if you do not have a social security number or individual taxpayer identification number.	
Foreign Residence Address (for tax and general correspondence; permanent address for students)	
Address 1:	
Address 2:	
Address 3:	
City:	City Postal Code:
Province/Region:	Region Postal Code:
Country:	
U.S. Address (campus address for students)	
Address 1:	
Address 2:	
City, State, Zip Code:	
Telephone:	Fax:
Country of citizenship:	Country that issued passport:
E-mail:	
Contact Person at COW:	

2. Services Outside the U.S.

☐	I am not a U.S. citizen or resident alien of the U.S., I do not have a fixed base or permanent establishment in the U.S., and all of my services for The College of Wooster have been and will be performed outside the U.S. in (country): . Please go to # 9.

3. Current INS Classification and "Green Card" Test--please check any that apply:

Permanent Resident: Are you a lawful U.S. immigrant or Permanent Resident who has an unexpired Alien Registration Card (Green Card)?	☐ Yes ☐ No
Permanent Resident Applicant: Have you applied for Permanent Residency status and received an "I-551" stamp in your passport or an INS letter stating approval of your application?	☐ Yes ☐ No
Asylee: Are you currently present in the U.S. under Asylum status? If "yes", what date did this status begin:	☐ Yes ☐ No
Refugee: Are you currently present in the U.S. under Refugee status? If "yes", what date did this status begin:	☐ Yes ☐ No
TPS: Are you currently present in the U.S. under Temporary Protected Status? If "yes", what date did this status begin:	☐ Yes ☐ No
If you answered "Yes" to any of the above, please go to # 7.	

Please initial _____ and date _____

4. Visa Information for Visas other than B-1/B-2/WB/WT

☐ F-1 Student	☐ J-1 Student
☐ F-1 Student (Practical Training)	☐ J-1 Non-Student
☐ F-1 Student (Curricular Practical Training)	☐ J-2 Spouse/Dependent of J-1 Visitor (student)
☐ F-1 Student (Employment Authorization Document)	☐ J-2 Spouse/Dependent of J-2 Visitor (non-student)
☐ H-1 Temporary Worker in a Specialty Occupation	☐ Other Visa _____

For an A, F, G, H, J, L, M, O, P, Q, R, or TN visa, please indicate the sponsoring institution listed on your immigration documents:_____

5. Payments Made to B-1/B-2/WB/WT Visa Holders (Please check all that apply.)

☐	B-1 or WB (Visa Waiver Business)	Entering the U.S. on this visa type will prohibit the College from making any payments to you other than actual business travel expenses, unless each requirement below is satisfied.
☐	B-2 or WT (Visa Waiver Tourist)	Entering the U.S. on this visa type will prohibit the College from making any payments or expense reimbursements to you, unless each requirement below is satisfied.

Dates of activity at the College for which the visitor is being paid (m/d/y): __ __ / __ __ / __ __ to __ __ / __ __ / __ __

Requirements:	
The honorarium payment and/or expense reimbursement will relate to an academic activity.	☐ Yes ☐ No
In the past 6 months that includes the activity at The College of Wooster, I have not accepted and will not accept an honorarium or expense reimbursement from more than 5 institutions of higher education and/or research institutions within the U.S. (The College of Wooster is one of the 5 institutions.)	☐ Yes ☐ No
My activity at The College of Wooster will be for 9 days or less.	☐ Yes ☐ No

If you have a B-1/B-2/WB/WT visa and could not answer "Yes" to all of the above 3 lines, please go to # 9 and sign. You are not eligible for an honorarium.

6. Primary Purpose of Visit (You may need to refer to your Form I-94, I-20, IAP-66 or DS 2019, or I-797)

Primary purpose of activity (select one):

☐ Studying in a degree program	☐ Conducting research	☐ Consulting	☐ Lecturing
☐ Studying in a non-degree program	☐ Acquiring training	☐ Teaching	☐ Clinical activities
☐ Entertaining (actor, artist, athlete, etc.)	☐ Other_____		

Actual date of entry to the U.S. for your current status: _____

Projected end date of your immigration status: _____

7. Visa Immigration Activity

The College will use this information to determine tax residency with the substantial presence test. If you are not going to claim treaty benefits and if you are sure you are a nonresident alien for tax purposes, you may initial here _____and go to # 8. If you want to be eligible for treaty benefits (when available), you must complete this section. Dates are for actual time in the U.S. for the visa type reported (not dates for the visa) and should be in the format Month/Day/Year.

Please complete this table to report your time in the United States during the year of your visit to the College and the previous 2 calendar years. If any of the visa types listed are "F", "J", "M" or "Q", the College may request additional information on immigration activity in earlier years. Students do not have to report short trips home during semester breaks.

First Day in U.S. (Mo/Day/Yr)	Last Day in U.S. (Mo/Day/Yr)	Visa Type	J-1 Subtype	Primary Purpose or Activity	Did you take any treaty benefits?
					☐ Yes ☐ No
					☐ Yes ☐ No
					☐ Yes ☐ No
					☐ Yes ☐ No

Please initial _____ and date _____

7. Visa Immigration Activity (continued)

First Day in U.S. (Mo/Day/Yr)	Last Day in U.S. (Mo/Day/Yr)	Visa Type	J-1 Subtype	Primary Purpose or Activity	Did you take any treaty benefits?
					☐ Yes ☐ No
					☐ Yes ☐ No
					☐ Yes ☐ No
					☐ Yes ☐ No
					☐ Yes ☐ No
					☐ Yes ☐ No
					☐ Yes ☐ No
					☐ Yes ☐ No
					☐ Yes ☐ No
					☐ Yes ☐ No
					☐ Yes ☐ No
					☐ Yes ☐ No
					☐ Yes ☐ No
					☐ Yes ☐ No
					☐ Yes ☐ No
					☐ Yes ☐ No
Please use an attachment if you need additional space.					

8. Tax Residence

In what country is your tax residence?

(Tax residence is where you last paid taxes as a resident and can be different from legal residence. Do not include the U.S.)

9. Certification

I hereby certify, under penalties of perjury, that all of the information I have provided is true, correct, and complete. I understand that if my status changes from that which I have indicated on this form, I must complete an updated International Visitor/Vendor Information Form and provide the required documentation for the change of status.

Signature **Date**

Please also initial and date the first two pages of the form.

Revised: March 7, 2009