INSTRUCTIONS FOR PAYMENTS TO FOREIGN VISITORS

PRIOR TO VISITOR ARRIVAL:

Send "Dear Visitor" letter. *http://www.socsci.uci.edu/accounting*

DOCUMENTATION REQUIREMENTS FOR TRAVEL EXPENSES WITH AN HONORARIUM PAYMENT:

Front and back copy of visitor's I-94 page (stapled inside passport near visa page).

Copy of visitor's Visa page (only if on Visa type other than WB / WT).

Completed UCI Form: "Certification of Academic Activity" if entering the U.S. on B1 / B2 Visa or WB / WT Visa waiver. See Exhibit "H".

Copy of visitor's Social Security Card or ITIN Letter. For an application to obtain ITIN (W-7 form) see Exhibit "F". Form also available on the IRS website: **www.irs.gov**. It is recommended that visitor apply at least 2-3 months prior to visit.

Completed UCI Form: "Certificate of Foreign Status for Federal Tax Withholding W8-BEN". See Exhibit "A". (Formerly known as "Statement of Citizenship" form).

DOCUMENTATION REQUIREMENTS FOR TRAVEL EXPENSES WITHOUT AN HONORARIUM PAYMENT:

Front and back copy of visitor's I-94 page (stapled inside passport near visa page).

Copy of visitor's Visa page (only if on Visa type other than WB / WT).

Completed UCI Form: "Certification of Academic Activity" if entering the U.S. Or B1 / B2 Visa or WB /WT Visa waiver. See Exhibit "H".

Note: If your visitor is entering the U.S. on a Visa or Visa waiver type other than B1 / B2, WB / WT please contact the Social Sciences Reimbursements / Accounting Office for special instructions.

ALL FORMS AVAILABLE IN THE UC ACCOUNTING MAUAL, SECTION: T-182-27.
HTTP://WWW.UCOP.EDU/UCOPHOME/POLICIES/ACCTMAN/T-182-27.PD
~SEE TABLE OF CONTENTS FOR FORMS~