

**PAYMENT CANNOT BE APPROVED WITHOUT A COMPLETED DATA COLLECTION FORM AND COPIES OF THE REQUIRED IMMIGRATION DOCUMENTS REFERENCED BELOW IN PART I.**

This form must be returned to the department requesting payment and submitted with the payment request. The purpose of this form is to obtain information necessary to determine whether ASU may make a payment to you given your current immigration status. This form is intended for Guest Lecturers, Independent Contractors, and Scholarship or Fellowship recipients. Persons hired through Human Resources should complete the GLACIER information form available at the HR Payroll web site. Additional information is available in the foreign visitor tax guide at <http://cfo.asu.edu/fs-taxguide>.

Last or Family Name	First or Personal	Middle	Country of Citizenship	Social Security No.
Local Street Address		City	State	Zip Code
Home Street Address		City	Foreign Country	

**Part I – Immigration Category**

**YOU MUST PROVIDE COPIES OF YOUR PASSPORT PICTURE PAGE, VISA WITH ENTRY STAMP, AND FRONT AND BACK OF THE I-94 ARRIVAL AND DEPARTURE RECORD** (the small card stapled inside the front of the passport).

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|--|---|--|
| <input type="checkbox"/> B-1, B-2, WB/Waiver Bus., WT/Waiver Tourist<br>(Circle one & attach ASU Compliance Statement) | <input type="checkbox"/> F-1 Student<br>(Attach stamped I-20) | <input type="checkbox"/> J-1 Student<br>(Attach stamped DS-2019) |
| <input type="checkbox"/> J-1 Non-student<br>(Attach stamped DS-2019)   | <input type="checkbox"/> H-1B Specialty Occupation            | <input type="checkbox"/> Other _____                             |

**Current date and place of entry into the U.S.** Date \_\_\_\_\_ Place \_\_\_\_\_

**Part II – Residency Status**

A non-U.S. person will be considered a resident for tax purposes if the individual meets the requirements of the Substantial Presence Test as specified by federal tax regulations, or is a lawful permanent resident of the United States at any time during the current calendar year.

**SKIP TO PART III IF ANY OF THE FOLLOWING VISA CATEGORIES CURRENTLY APPLY TO YOU.**

- B-1, B-2, WB, WT short term visitor..
- J-1 or F-1 student who has been in the U.S. less than 5 calendar years.
- J-1 visitor who has been physically present in the U.S. for no more than 2 calendar years out of the last 6.

**If none of the above apply, complete the following:**

Number of days of actual physical presence in the U.S. during the last calendar year	_____	divided by 3	_____
Number of days of actual physical presence in the U.S. last calendar year	_____	divided by 6	_____
Number of days of actual physical presence in the U.S. two calendar years ago	_____		_____
<b>TOTAL NUMBER OF DAYS PRESENT IN THE UNITED STATES</b>			

If the total number of days present in the United States is 183 days or more, check the box in Part III for RESIDENT.

If the total number of days present in the United States is less than 183 days, check the box in Part III for NONRESIDENT ALIEN.

**Part III – Certification of U.S. Residency Status for U.S. Income Tax Purposes**

Please check the box below to indicate your residency status.

- I hereby certify that I have been given the privilege, according to U.S. Immigration laws, of residing permanently in the United States as an immigrant, and that this status has not been administratively or judicially determined to have been abandoned.
- I hereby certify that I am a RESIDENT of the United State for tax purposes because I meet the Substantial Presence Test for residency as indicated above.
- I do not meet the requirements for residency in the United States for tax purposes. I am a NONRESIDENT ALIEN.

**IMPORTANT:** If you wish to claim exemption from U.S. income taxes because your country of permanent residence has a tax treaty with the United States, you must attach either IRS Form 8233 for personal services (Exemption from withholding for Compensation on Independent Personal Services of a Nonresident Alien Individual) or IRS Form W-8BEN (Certificate of Foreign Status of Beneficial Owner for United States withholding) for scholarships, fellowships, non-compensatory stipends, rents and royalties.

**Part IV - Certification**

I hereby certify that all of the above information is true and correct. I agree that if my status changes from that which I have indicated on this form, I will prepare and submit a new Alien Data Collection Form.

Signature	Date
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