



Payments made to foreign nationals who are physically in the United States during the timeframe related to the payment — including expense reimbursements — cannot be approved without a completed foreign data collection form and copies of the required immigration documents referenced in part one below.

**Individuals with U.S. permanent residency and DACA recipients do not need to complete this form.**

**ASU students and scholars with an active Glacier record can provide a copy of their Glacier summary in lieu of this form and attachments.**

\_\_\_\_\_  
Last name                      First name                      Middle name                      Country of citizenship

\_\_\_\_\_  
Local street address                      City                      State                      Zip code

\_\_\_\_\_  
Home street address                      City                      Province                      Postal code                      Foreign country

**Part one — immigration category**

You must provide the following:

- A copy of your passport picture page.
- U.S. visa with an entry stamp or the I-94 arrival and departure record related to this payment. The I-94 is an electronic record issued by U.S. Customs and Border Protection and must be printed. If you entered using the Visa Waiver program, you would not have a U.S. visa. Instead, you must provide a copy of your I-94 Arrival and Departure record.
- Indicate your visa status below, additional documentation required is indicated based on the visa type.

B-1, B-2, WB or WT —complete the ASU compliance statement below. If you are a Canadian citizen traveling without a visa, you are considered to be in B-1 visa status.

F-1 student — attach a copy of your I-20.

J-1 student — attach a copy of your DS-2019

J-1 nonstudent — attach a copy of your DS-2019. If the J-1 visa sponsor on line 3 of the DS-2019 is **not** ASU, you must attach a permission letter from the visa sponsor that allows ASU to provide this payment.

H-1B — cannot receive income/honorarium payments, only expense reimbursements.

Other — identify your status below. **Note:** may require additional documentation.

\_\_\_\_\_



**Compliance statement – for B-1, B-2, WB & WT visas**

**Eligibility for payments** — A visitor with a business or tourist status — B-1, B-2, WB or WT — may be paid honoraria or reimbursed for travel expenses if the visitor is:

- Engaged in academic activities associated with the university for nine days or less.
- Not been paid or reimbursed by more than five other U.S. institutions or organizations in the past six months.

**Note:** Honoraria and travel expenses may be paid to B-2 and WT visitors only under the eligibility requirements noted above. Honoraria may be paid to visitors in B-1 and WB status only under the above eligibility requirements. Travel reimbursements may be made to any B-1 or WB visitors. All payments are subject to standard university policies and procedures.

[Refer to FIN 425-02](#) for more information.

\_\_\_\_\_  
Visa status — B-1, B-2, WB or WT

\_\_\_\_\_  
Dates of activity for which the visitor is being paid

**Briefly describe the activity**

If you are Canadian, check to see if you received an [I-94 form](#) and attach a copy of your invitation letter to ASU.

**Statement of visitor** — I attest that I have been engaged in the academic activities described above for the benefit of ASU for nine days or less. I have not been paid or reimbursed by more than five other U.S. institutions or organizations in the past six months.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Statement of the department head or cost center manager** — As the sponsor of the individual above, I attest that the individual has been engaged in the activities described above for the benefit of ASU for any portion of nine days or less. The activities the individual is being paid or reimbursed for are within the broad realm of customary academic activities associated with teaching, research, public service, academic administration or operations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Part two — residency status**

A non-U.S. person will be considered a resident for U.S. tax purposes if the individual meets the requirements under the Substantial Presence Test as specified by federal tax regulations or is a lawful permanent resident of the U.S. at any time during the calendar year. Please indicate your visa below:

- J-1 or F-1 student who has been in the U.S. for less than five calendar years.
- J-1 non-student visitor who has been physically present in the U.S. for no more than two calendar years out of the last six.

**If neither of the above applies, please complete the following, otherwise skip to part three:**

Number of days physically present in the U.S. during the current calendar year: \_\_\_\_\_

Number of days physically present in the U.S. in the previous calendar year: \_\_\_\_\_/3 = \_\_\_\_\_

Number of days physically present in the U.S. two calendar years ago: \_\_\_\_\_/6 = \_\_\_\_\_

Total number of days present in the U.S.: **Total:** \_\_\_\_\_

- If the total number of days present in the U.S. is 183 days or **more**, check the box for residents below.
- If the total number of days present in the U.S. is **less than** 183 days, check the box for nonresidents below.

**Part three — 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 am a **resident** of the U.S. for tax purposes because I meet the Substantial Presence Test for residency as indicated above.
- I do not meet the U.S. residency requirements for tax purposes. I am considered a **nonresident**.

**Part four — certification**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date