

ASU Foreign Individual Registration Information

Students or Individuals must register as suppliers to receive payment for various transactions or business with the university; this may include student support payments, fellowship payments, payments for participating in an event or program, subject payments, or prizes/awards.

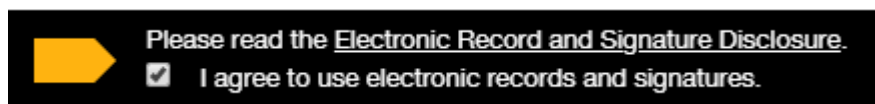
Prior to submitting the supplier registration form, verify the accuracy and the completion of all fields to the best of your ability.

Quick tips:

- When completing this form, use the most recent versions of Google Chrome or Internet Explorer browsers.
- Fields outlined in red are required.

Starting the Registration Process

- Upon clicking the registration link, you will receive a prompt to read the Electronic Record and Signature Disclosure. To proceed to the questionnaire:
- Check the box indicating an agreement to use electronic records and signatures.



- Hit the Continue button



Completing the Questionnaire

Indicate whether or not you have passed the residency test for U.S. tax purposes and complete each section indicated below. If you are unsure about if you have passed the residency test you can review the rules at <https://www.irs.gov/individuals/international-taxpayers/the-green-card->

[test-and-the-substantial-presence-test](#) or if you are a current ASU affiliate and have had to complete a Glacier profile and still have an active Glacier profile you can review your Glacier record for your tax residency status.

Section 1: Personal Information

- Legal Name
- Social Security Number (SSN)/Individual Tax Identification Number (ITIN) If you have one
- Foreign tax identification number if you have one
- Date of birth
- Email Address
- Phone Number, with area code or country code as applicable
- Country of citizenship
- Permanent residence address
- Mailing address (if different than permanent address)
- Reference number(s): Instructions for completing this field are located at the bottom of the form.

Section 2: Tax Treaties and Special Rates or Conditions

Indicate whether you are claiming any tax treaty benefits and any special rates or conditions, if applicable. For instructions on how to complete this section, please see the instructions at the bottom of this form. You can also review any tax treaties available at <https://www.irs.gov/businesses/international-businesses/united-states-income-tax-treaties-a-to-z>

Section 3: Reason for Registering, ASU ID, and Visa Status

- Reason you are registering. Select from the following list:
 - Student Support
 - Fellowship
 - Participation in an event or program, including as a subject
 - To receive a prize or award
- Indicate your ASU ID Number if applicable
- Select your Visa status

Section 4: Certification and Signature

- By signing the document, you are:
 - Certifying the information you provided is correct and complete and complies with all applicable tax regulations.
 - Authorizing ASU to provide the form to a withholding agent as applicable.
 - Agreeing to provide a new form within 30 days if any aspect of the

certification becomes inaccurate.

- To sign the document, click the yellow icon for adding a signature:



- A screen for adopting your signature will appear. Add your initials.

Adopt Your Signature ✕

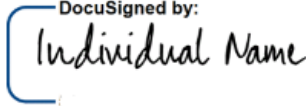
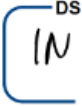
Confirm your name, initials, and signature.

* Required

Full Name* **Initials***

SELECT STYLE **DRAW**

PREVIEW Change Style

DocuSigned by:   DS

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN **CANCEL**

- Click **Adopt and Sign**

ADOPT AND SIGN

- Your electronic signature and date appear on the document.

Signature	<small>DocuSigned by:</small> <i>Individual Name</i>	Date	September 11, 2018
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- Scroll to the end of the document and hit the finish button. Scroll to the end of the document and hit the finish button. Note: If you may finish the document at a later time if necessary. Instructions for finishing the registration later are at the end of this document.

FINISH

- You will receive confirmation your document has been signed.

[Home](#) / [DocuSign](#) / [Thank you](#)

Thank you

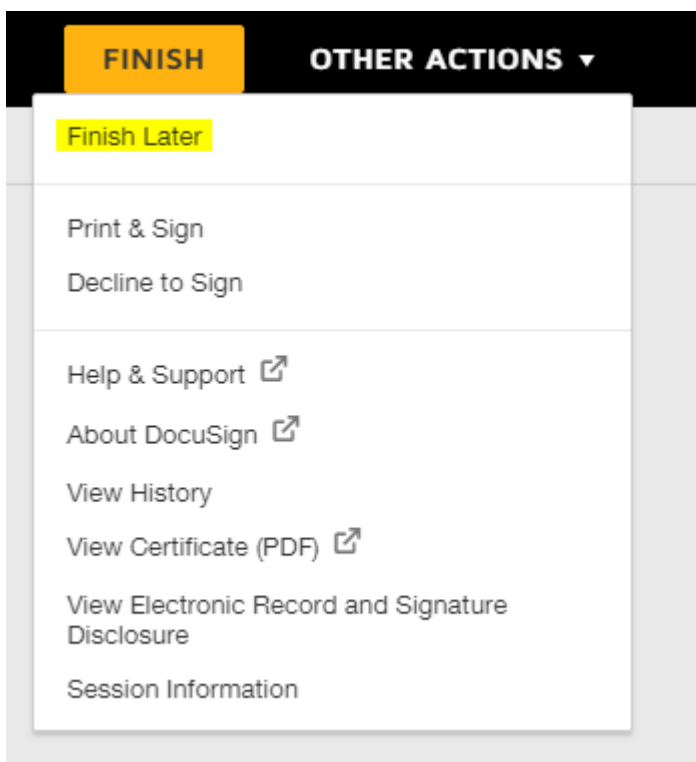
Your document has been signed.

Next Steps

ASU will complete the process of setting you up in our Financial Management System to receive payments. It will take approximately 5 business days. We will contact you if we have any questions or need additional information.

Finishing the Document Later

- Instead of selecting Finish, go to the **Other Actions** dropdown menu and select **Finish Later**.



- Enter your email to receive a link to finish the document later.

Finish Later ×

Enter your email to receive a link to finish this document later. Your completed text entries will be saved; signatures and initials must be re-entered.

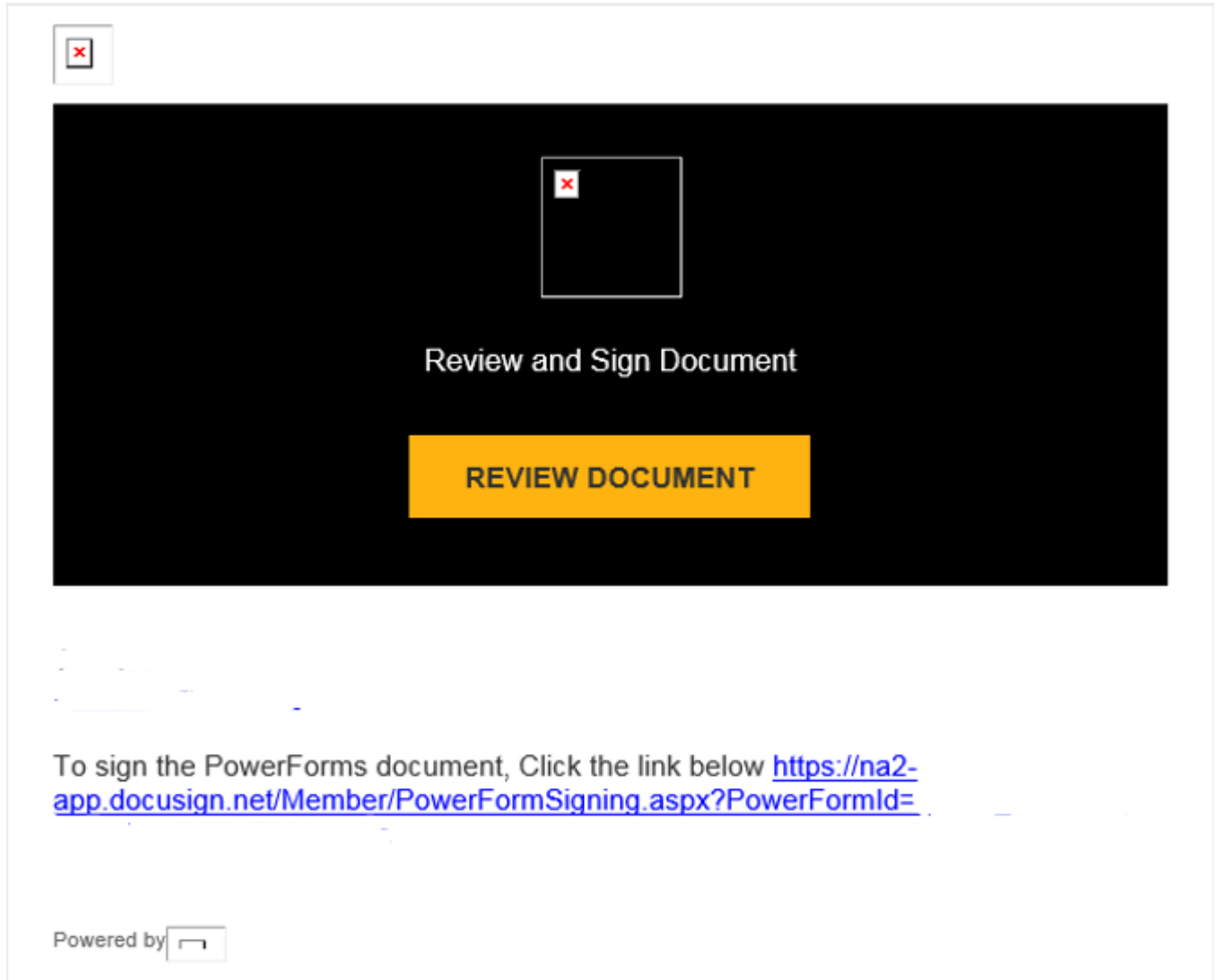
Email

SAVE & CLOSE CANCEL

- Hit **Save & Close**



- To finish the document, go to your email and click on the **Review Document** button.



- You will be taken to the back to the document. Hit **Continue**. You may disregard the prompt on the **Other Actions** dropdown menu. Complete the document and hit **Finish** as described above.

CONTINUE

OTHER ACTIONS ▾

Use the Finish Later option to continue signing this document at a later time. [Learn more...](#)

GOT IT