



**ELIGIBILITY FOR PAYMENT FOR NON-U.S. CITIZENS
 WHEN PAID THROUGH PROCUREMENT SERVICES**

All suppliers/payees, including non-U.S. students, must be registered in the UDX Supplier Portal to receive payment. Registration requires completion of a W-8 form, which may be submitted using the UDX system-generated, pre-populated tax document (preferred) or by manually uploading the form.

Complete this form for any Honorarium or Payment for Services requests for a non-U.S. citizen before contacting Procurement to invite a non-U.S. citizen/student to register in the UDX Supplier Portal. The visitor or department designee must submit the passport and other visa documents listed on page 2 to complete the form.

When ISSS approves the form, a copy of the approval will be sent to the department. Please retain a copy of this form for your records. The department should then submit a [UDX Supplier Request Form](#) for the non-U.S. Citizen and Procurement will invite them to register in the UDX Supplier Portal. ****It is the responsibility of the engaging department to complete this form in advance.** Procurement Services will assume this step has been completed upon receipt of a request to register a supplier in UDX. For more information, visit the [Procurement website](#) or email procurement@udel.edu.

SECTION 1: UNIT INFORMATION

Name of the Unit: _____

Contact Name: _____ Telephone: _____

Type of Activity: _____ Dates of Activity: _____

Type of Reimbursement: Honoraria Payment for Services

SECTION 2: VISITOR INFORMATION

Last Name: _____ First Name: _____

Middle Name: _____ Date of Birth: _____
 (mm / dd / yyyy)

Local U.S Address: _____ (If the person does not have a local address, please place the Department's Name in the 'Local U.S Address' line above.)

Admission Number on I-94 Form: _____ U.S. SS Number or ITIN Number **: _____

Visa Type*: _____ (If entering on a B-1, B-2, W/B, or W/T visa type, I certify that the activity I am involved with will last no longer than 9 days and that I have not accepted payment from more than 5 institutions or organizations during the previous 6-month period.)

Are you currently on an F-1/J-1 Student visa with UD? Yes ___ or No ___
 If yes, complete the following: "By initialing here, I confirm that any work performed for this payment did not take me over the 20 hours/week permitted for on-campus work during a fall or spring semester": _____

Signature: _____ Date: _____

SECTION 3: AUTHORIZATION

Document Title: _____ Issuing Authority: _____

Document Number: _____ Expiration Date (if any): _____

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Document Number: _____ Expiration Date (if any): _____

Signature: _____ Date: _____

(ISSS Staff Approval)

VISA TYPES FOR PROCUREMENT SERVICES COMPENSATION

VISA TYPE *	VISA DESCRIPTION	DOCUMENTS NEEDED	COMPENSATION REGULATIONS **
B-1	Visitor for business	Passport, Visa, I-94	Permits payment for honorarium <i>(no longer than 9 days & 5 institutions in 6 months)</i> .
B-2	Visitor for pleasure	Passport, Visa, I-94	Permits payment for honorarium <i>(no longer than 9 days & 5 institutions in 6 months)</i> .
W/B	Visa waiver for business	Passport, I-94	Permits payment for honorarium <i>(no longer than 9 days & 5 institutions in 6 months)</i> .
W/T	Visa waiver for business	Passport, I-94	Permits payment for honorarium <i>(no longer than 9 days & 5 institutions in 6 months)</i> .
J-1	Exchange Visitor	Passport, Visa, I-94, DS-2019, Letter from Responsible Officer of school issuing DS-2019 permitting us to pay visitor	Restricted compensation. Contact ISSS for additional information.
J-2	Dependent of J-1 (Can work anywhere)	EAD Card (I-766), Passport, DS-2019, I-94	Compensation permitted with EAD Card (I-766) only.
F-1	Student (From other institution)	During CPT: Passport, Visa, I-94, I-20 with UD CPT authorization. During OPT: EAD Card, Passport, Visa, I-94, I-20	Must have valid EAD Card or CPT authorized on their I-20 with UD as employer.
F-1	UD Student (Full-Time/ Part-Time)	Passport, Visa, I-94, I-20 If on OPT, include EAD Card as well.	Need authorization from ISSS.
H-1B	Temporary worker	Passport, I-797 Approval notice, I-94	NO HONORARIUM/PAYMENT FOR SERVICES PERMITTED. Payment or compensation by visa sponsoring employer only.
T/N	Professional Participant of North America Free Trade Agreement (NAFTA)	Passport, I-94, Visa Canadian Citizens: No visa required.	Payment or compensation by visa sponsoring employer only.
PR or Pending PR	Permanent Residency	Permanent Resident Card or EAD Card (I-766), (Proof of country of citizenship required)	Permits payment for services or honorarium.

**** A Social Security Number or ITIN # is not required for honorarium payments if form P-1 is provided. Please contact procurement for more information when completing the W-8 with their office.**