

Subject: Non-resident Alien Paperwork

Please obtain the following nonresident alien documents from \_\_\_\_\_ for Travel or other reimbursement, honorarium or stipend on \_\_\_\_\_ (voucher or T #) for project \_\_\_\_\_.

We need these documents to permit the payment or reimbursement to be processed.

1. Copy of VISA with Immigration Stamp
2. I-94
3. If the traveler is a J visa holder, we need the DS2019. We will also need a letter from the sponsoring institution, Office of International Education, stating that the J1 is permitted to work for OSU projects.

The J1 on the OSU project should be registered at the OSU Office of International Education.

4. Copy of the passport photo page
5. If the visa is B-1 or B-2, then we also need:  
The OSU "Compliance Form" (for B-1, WB OR B-2, WT Visas). For B1/WB, Travel only, the compliance form is not needed.
6. Permanent foreign (home) address of the payee. We must perform export control to permit completion of the claim for payment or reimbursement. We also need the name of the country of citizenship and residency.
7. OSU AP Compliance form, complete with birth date, citizen status and US social security number, if the person has a US social security number.
8. Email address of the person to be reimbursed. We will email the individual to give them access to the Glacier system of Arctic Int'l. In this system the payee will detail travel history to the USA so that taxation, if any, for the current payment can be determined. Follow Glacier instructions, sign and mail hard original copies to me at the Office of Sponsored Programs, Accounts Payable, 1960 Kenny Road, Columbus, Room 422, OH 43210.

Please let me know if you have questions. Without the appropriate nonresident alien documents or if the country of citizenship lacks a treaty with the USA, we will be required to withhold tax in compliance with IRS rules.