

**Non-Employee Short Term International Visitors Questionnaire**

This form must be filed by all international visitors who receive payment for services or reimbursement for incidental expenses. Complete all questions and **attach copies of all documents required per the table on the bottom of this form.** Complete in ink. Print clearly. The numbers in parentheses refer to the Instructions on the reverse side.

(1) Name \_\_\_\_\_ (2) Social Security Number/ITIN \_\_\_\_\_ \*\*  
 (Family or Last Name), (First Name)

(3) Country of citizenship \_\_\_\_\_ (4) Passport # \_\_\_\_\_

(5) Country of Permanent Residence \_\_\_\_\_ (6) Have you applied for Permanent Residency in the US? \_\_\_\_\_

(7) Permanent residence address \_\_\_\_\_

(8) Current Visa Type \_\_\_\_\_ (attach documents as required, see below) (9) Date of Entry \_\_\_\_\_

**If you have had more than one entry into the United States, complete the 'exit and entry' dates in #11**

(10) Is compensation exempt from income tax withholding because of a U.S. Tax Treaty? YES \_\_\_\_\_ NO \_\_\_\_\_

(11) *Complete this section only if you have more than one entry in to the US or more than one visa type. Attach a separate sheet for additional entry/exit dates.*

<u>Date of Entry</u>	<u>Date of Exit</u>	<u>VISA type</u> (circle one for each entry)					
_____	_____	F1	F2	J1 student	J1 non student	H-1	Other _____
_____	_____	F1	F2	J1 student	J1 non student	H-1	Other _____

Visa Type <sup>1</sup> :	Allowed?	Passport	I-94 or arrival Stamp	Additional items to attach to this Questionnaire:	8233 or W-9 & Attachment IF tax treaty <sup>3</sup>
B-type, Honoraria	Yes	Yes	Yes	Cert of Academic Activity	Yes <sup>3</sup>
B-type, Reimbursement	Yes	Yes	Yes	Cert of Academic Activity	
F-1, Honoraria	No				
F-1, Reimbursement	Yes	Yes	Yes	I-20 (copy)	
F-1 OPT Honoraria	Yes	Yes	Yes	EAD Card (copy)	Yes <sup>3</sup>
F-1 OPT Reimbursement	Yes	Yes	Yes	EAD Card (copy)	
J-1, Honoraria	Yes <sup>2</sup>	Yes	Yes	DS-2019 (copy)	Yes <sup>3</sup>
J-1, Reimbursement	Yes	Yes	Yes	DS-2019 (copy)	
H-1, Honoraria	No				
H-1, Reimbursement	Yes	Yes	Yes	I-797 (copy)	
TN, Honoraria	Yes <sup>2</sup>	Yes	Yes		Yes <sup>3</sup>
TN, Reimbursement	Yes	Yes	Yes		

\*\* Social Security Number, ITIN, or application required when visitor is requesting a tax treaty. If paying reimbursement only, or not claiming a tax treaty, this number should be obtained if visitor already has one.

- 1: For visa types not listed, contact Payroll Services
- 2: If USC is not the sponsor, a letter, from sponsor's equivalent to OIS, on letterhead is also required.
- 3: If needed, contact Payroll for assistance and advice regarding 8233, W-9, & tax treaty coverage.

**(12) PLEASE READ AND SIGN THE STATEMENT BELOW:**

I Certify under the penalties of perjury that the above statements are true, correct and complete. I also declare, under penalties of perjury, that I am not a citizen or resident of the United States.

SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

## **Instructions for completing Alien Questionnaire**

**Please note:** All international visitors to the University of Southern California MUST complete an Alien Questionnaire and attach the required documents.

(1) **Name** - Print your full name, family name first, then first name. The name you print here must match your name as indicated on your Social Security or Individual Taxpayer Identification Number application or card. Name must also be consistent with passport.

(2) **Social Security Number/ITIN**- The number on the Social Security Card or ITIN card.

### *Honoraria & **Payments for Professional Services:***

*Claiming a tax treaty: A Social Security Number (SSN), or an ITIN number, **is required** to claim a tax treaty. If you do not already have a Social Security Number or an Individual Taxpayer ID Number ("ITIN"), please see the "Individual Taxpayers Identification Numbers" FAQ on the Payroll Services Web Site at [www.usc.edu/payroll](http://www.usc.edu/payroll). You will be required to apply for an ITIN **before any payment if you are eligible to claim a treaty and do not have a SSN or ITIN already, even though the benefit cannot be granted.** Write the words "applied for" and attach copy of W-7 Form.*

*No tax treaty: If you already have a Social Security Number or ITIN number, please enter it here.*

*Reimbursements: A Social Security Number or ITIN number is not required when receiving reimbursements only. However, please provide number if available.*

(3) **Country of citizenship:** Print the name of the country of your citizenship.

(4) **Passport #:** Print the number from your passport here.

(5) **Country of Permanent Residence:** Enter the country of which you are a Permanent Resident. This answer cannot be the United States.

(6) **Have you applied for Permanent Residency in the US?:** If "yes", you must be treated as a resident alien for tax purposes. Do not complete this form. See Department contact, payments must be made through Disbursement Control.

(7) **Permanent Resident address** Your permanent home address outside of the U.S. Year-end Tax Form (if applicable) will be mailed to this address.

(8) **Current Visa Type** Your current Visa type.

(9) **Date of Latest Entry:** Enter the date you last entered the United States

(10) **Is compensation exempt from income tax withholding because of a U.S. Tax Treaty?** - Please refer to IRS Publication 901 to see if your compensation is eligible for exemption under the terms of a treaty between the United States and your Country of permanent residence.

*Note: Tax treaties are not applicable to reimbursements.*

(11) **Date of Entry/Exit** List your dates of entry & exit; if necessary, attach a separate sheet.

(12) Read this statement carefully, and sign and date. Be sure to attach copies of all required documents as noted.