**SDSU Guest/Special Lecturer Checklist**

Use this checklist when requisitioning a payment for a guest/special lecturer including foreign visitors. Please make sure that you have attached all of the appropriate documents and obtained all approvals before submitting either a Guest/Special Lecturer Payment Request Form (-Domestic or -Foreign) to Accounts Payable.

Please make sure that you confirm a foreign visitor’s eligibility of payments at [website](http://fa.sdsu.edu/immigration/foreign_national_guests) and consult with Regulations and Compliance Specialist as necessary **BEFORE** he or she visits the U.S. to provide a service. Receiving an ineligible payment could affect the foreign visitor’s future immigration benefit because it is an evidence that the foreign visitor breached the terms and conditions of his/her immigration status.

**DOMESTIC GUEST/SPECIAL LECTURER**

|  |  |
| --- | --- |
| ☐ | Domestic Guest/Special Lecturer Payment Request [Form](https://bfa.sdsu.edu/financial/acctpay/forms)(If the lecturer is a CA nonresident, may be subject to CA tax withholding of 7%). |
| ☐ | Supplier Information [Form](https://bfa.sdsu.edu/financial/acctpay/forms)(PDR STD 204). |
| ☐ | Copy of flyer, bulletin or brochure with lecture information. |

**FOREIGN GUEST/SPECIAL LECTURER**

\**These documents are not required if the service is performed outside of the U.S. or the payment is only for travel expense reimbursement under the* [*Accountable Plan*](https://www.irs.gov/individuals/international-taxpayers/nonresident-aliens-and-the-accountable-plan-rules)*.*

|  |  |
| --- | --- |
| ☐ | Foreign Guest/Special Lecturer Payment Request [Form](https://bfa.sdsu.edu/financial/acctpay/forms) (If the lecturer is receiving a reimbursement payment, a Travel Expense Claim with supporting receipts must be submitted) |
| ☐ | Supplier Information [Form](https://bfa.sdsu.edu/financial/acctpay/forms)(PDR STD 204) |
| ☐ | Copy of flyer, bulletin or brochure with lecture information |
| ☐ | Form W-8BEN (Individual) [Form](https://bfa.sdsu.edu/financial/acctpay/forms)or Form W-8BEN-E (Entity) [Form](https://bfa.sdsu.edu/financial/acctpay/forms)(Nonresident aliens may be subject to federal tax withholding of 30%) |
| ☐ \* | Foreign National Information [Form](https://bfa.sdsu.edu/financial/acctpay/forms)(Tax) |
| ☐ \* | Copy of passport page with expiration date and foreign visitor’s picture |
| ☐ \* | Copy of I-94 [Form](https://i94.cbp.dhs.gov/I94/#/recent-search)[,](https://www.cbp.gov/sites/default/files/documents/CBP%20Form%20I-94%20English%20SAMPLE_Watermark.pdf) or passport page with a U.S. admission stamp indicating date of entry, immigration status, and expiration date.  Refer to U.S. Customs and Border Protection for form: <https://www.cbp.gov/> |
| ☐ \* | For J-1 VISITOR- Copy of DS-2019 [Form](https://studyinthestates.dhs.gov/sites/default/files/EVandDep-Initial%20status.pdf)  (If SDSU is not sponsoring institution, written authorization from the sponsor’s Responsible Officer is also required).  Refer to Department of Homeland Security – Study in the States for form:  <https://studyinthestates.dhs.gov/> |
| ☐ \* | For F-1 VISITOR- Copy of I-20 [Form,](https://studyinthestates.dhs.gov/sites/default/files/I-20_Active.pdf) all 3 pages.  Refer to Department of Homeland Security – Study in the States for form: <https://studyinthestates.dhs.gov/> |
| ☐ \* | For Boarder Crossing Card Holder (Mexican Citizen)  Copy of a card with a cardholder’s name and an expiration date |
| ☐ \* | For WB (Canadian Walkover for Business) Holder (Canadian Citizen), if a WB card is used to enter the U.S. instead of a passport.  Copy of a card with a cardholder’s and an expiration date |

**For immigration questions, please contact:**

Christine Sampankanpanich, MPA

Regulations and Compliance Specialist

Office of Faculty Advancement

Phone: 619-594-6111

Email: [csampan@sdsu.edu](mailto:csampan@sdsu.edu)

**For tax questions, please contact:**

Miyako Bee

SDSU Tax Analyst at the Controller’s Office

Phone: 619-594-5147

Email: mbee@sdsu.edu