**SDSU Guest/Special Lecturer Checklist**

**DOMESTIC GUEST/SPECIAL LECTURER (U.S. CITIZEN or PERMANENT RESIDENT)**

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| ☐  | Submit the below documents to the Accounts Payable department.  |
|  | ☐ | Domestic Guest/Special Lecturer Payment Request [Form](https://bfa.sdsu.edu/financial/acctpay/forms) (If a lecturer is a CA nonresident, (s)he may be subject to CA tax withholding of 7%.) |
|  | ☐  | Copy of flyer, bulletin or brochure with lecture information |

**FOREIGN GUEST/SPECIAL LECTURER**

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| ☐ | Confirm a foreign visitor’s eligibility of payments at SDSU Faculty Advancement [website](https://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 evidence that the foreign visitor breached the terms and conditions of his/her immigration status. |
| ☐  | Submit the below documents to the Accounts Payable department. |
|  | ☐  | Foreign Guest/Special Lecturer Payment Request [Form](https://bfa.sdsu.edu/financial/acctpay/forms) (If a lecturer is receiving a reimbursement payment, a Travel Expense Claim with supporting receipts must be submitted.) |
|  | ☐  | Copy of flyer, bulletin or brochure with lecture information |

The Accounts Payable Supplier team will email a guest/especial lecturer with a link to Adobe Sign to complete and submit the below documents (\*These documents are not required if a lecturer provides a service outside of the U.S.)

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| ☐ | Supplier Information Form (PDR STD 204)  |
| ☐  | Form [W-8BEN](https://www.irs.gov/forms-pubs/about-form-w-8-ben) (Individual) or Form [W-8BEN-E](https://www.irs.gov/forms-pubs/about-form-w-8-ben-e) (Entity)  |
| ☐ \* | Foreign National Information [Form](https://bfa.sdsu.edu/financial/acctpay/forms) (SDSU Tax Form) |
| ☐ \* | Copy of passport page with expiration date and foreign visitor’s picture  |
| ☐ \* | Copy of [I-94](https://i94.cbp.dhs.gov/I94/#/recent-search) obtained from Department of Homeland Security’s website[,](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.  |
| ☐ \* | For J-1 VISITOR- Copy of DS-2019 [Form](https://studyinthestates.dhs.gov/sites/default/files/EVandDep-Initial%20status.pdf)  (NOTE: 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

**For tax questions, please contact:**

Miyako (Mia) Bee

SDSU Tax Analyst at the Controller’s Office

Phone: 619-594-5147

Email: tax@sdsu.edu

**For other questions, please contact:**

Accounts Payable department

Phone: 619-594-0894

Email: accountspayable@sdsu.edu