

NON RESIDENT ALIEN PAYMENT Checklist

Use this checklist when requisitioning a payment for a foreign visitor. Please make sure that you have attached all of the appropriate documents and obtained all approvals before submitting to Accounts Payable.

- Foreign Guest/Special Lecturer Payment Request [Form](#) (for Honorarium) or Invoice/Purchase Order (for other payments for Services).
- Supplier Information [Form](#) (PDR STD 204).
- Copy of flyer, bulletin or brochure with lecture information.
- Form W-8BEN (Individual) [Form](#) or Form W-8BEN-E (Entity) [Form](#) (Nonresident aliens may be subject to federal tax withholding of 30%).
- Foreign National Information [Form](#) (Audit and Tax).
- Copy of passport page with expiration date and foreign visitor's picture.
- Copy of I-94 [Form](#), 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](#)
(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](#), all 3 pages.
Refer to Department of Homeland Security – Study in the States for form: <https://studyinthestates.dhs.gov/>
- Receipts for travel expenses (except for per diem)
- FOR TRAVEL EXPENSE REIMBURSEMENTS ONLY

Questions regarding foreign individuals can be directed to:

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