

**PAYMENT (INCLUDING EXPENSE REIMBURSEMENTS) CANNOT BE APPROVED WITHOUT A COMPLETED DATA COLLECTION FORM AND COPIES OF THE REQUIRED IMMIGRATION DOCUMENTS REFERENCED IN PART I.**

The purpose of this form is to obtain information necessary to determine whether ASU may make a payment to you given your current immigration status. This form is intended for Guest Lecturers, Independent Contractors and Scholarship or Fellowship recipients. Persons hired through Human Resources should complete the GLACIER information form available at the HR Payroll website.

Last or Family Name	First or Personal	Middle	Country of Citizenship	US Tax ID (SSN/ITIN)
Local Street Address		City	State	Zip Code
Home Street Address		City	Province	Postal Code Foreign Country

**Part I – Immigration Category:**

**YOU MUST PROVIDE COPIES OF YOUR PASSPORT PICTURE PAGE, US VISA WITH ENTRY STAMP, AND THE I-94 ARRIVAL & DEPARTURE RECORD.** The I-94 is now an electronic record that must be printed from the US Customs & Border Protection website: <https://i94.cbp.dhs.gov/i94/request.html>. If you entered under the Visa Waiver program, you will not have a US Visa. Instead, you must provide a copy of your I-94 Arrival & Departure record. If you are Canadian citizen traveling without a visa, you are considered to be in B1 visa status. You must provide a copy of your passport, letter of invitation to ASU, and you must complete the ASU Compliance Statement. PLEASE NOTE: The Compliance Statement is *ONLY* required for individuals in B visa status (B1/B2/WB/WT), and is not required for any other visa types.

- B1, B2, WB, WT (Circle status and attach ASU Compliance Statement)
- J-1 Non-student (Attach DS-2019. If the J1 visa sponsor on Line 3 of the DS-2019 is not ASU, must attach a letter of permission from the visa sponsor).
- F-1 Student (Attach I-20)
- H-1B (Cannot receive income payments, only expense reimbursements)
- J-1 Student (Attach DS-2019)
- Other \_\_\_\_\_ (Other types may require additional documentation)

**Current date and place of entry into the U.S.** Date: \_\_\_\_\_ Place: \_\_\_\_\_

**Part II - Residency Status:**

A non-U.S. person will be considered a resident for U.S. tax purposes if the individual meets the requirements of the Substantial Presence Test as specified by federal tax regulations, or is a lawful permanent resident of the United States at any time during the current calendar year.

**SKIP TO PART III IF ANY OF THE FOLLOWING VISA CATEGORIES CURRENTLY APPLY TO YOU:**

- B-1, B-2, WB, WT short term visitor
- J-1 or F-1 student who has been in U.S. less than 5 calendar years
- J-1 visitor who has been physically present in U.S. for no more than 2 calendar years out of the last 6.

**If none of the above apply, complete the following:**

Number of days of actual physical presence in the U.S. during the current calendar year \_\_\_\_\_  
 Number of days of actual physical presence in the U.S. last calendar year, divided by \_\_\_\_\_/3 = \_\_\_\_\_  
 Number of days of actual physical presence in the U.S. two calendar years ago, divided by \_\_\_\_\_/6 = \_\_\_\_\_

TOTAL NUMBER OF DAYS PRESENT IN THE UNITED STATES: \_\_\_\_\_  
 If the total number of days present in the United States is 183 days or more, check the box for resident.  
 If the total number of days present in the United States is less than 183 days, check the box for nonresident.

**Part III – Certification of U.S. Residency Status for U.S. Income Tax Purposes:**

Please check the box below to indicate your residency status.

- I hereby certify that I have been given the privilege, according to U.S. immigration laws, of residing permanently in the United States as an immigrant, and that this status has not been administratively or judicially determined to have been abandoned.
- I hereby certify that I am a RESIDENT of the United States for tax purposes because I meet the Substantial Presence Test for residency as indicated above.
- I do not meet the requirements for residency in the United States for tax purposes. I am a NONRESIDENT ALIEN.

**IMPORTANT:** If you wish to claim exemption from U.S. income taxes because your country of permanent residence has a tax treaty with the United States, you must attach either IRS Form 8233 for personal services (Exemption from withholding for Compensation on Independent Personal Services of a Nonresident Alien Individual) or IRS Form W-8BEN (Certificate of Foreign Status of Beneficial Owner for United States withholding) for scholarships, fellowships, non-compensatory stipends, rents and royalties.

**Part IV – Certification:** I hereby certify that all of the above information is true and correct. I agree that if my status changes from that which I have indicated on this form, I will prepare and submit a new Alien Data Collection Form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date