

## Instructions for Foreign National Requesting Sponsored Guest Access to WVU Systems and Campuses

#### \*\*Individual is physically present in the United States\*\*

- 1. The SBA/department requesting access should have the foreign national individual contact WVU Tax Services at <u>foreignnationalprocessing@mail.wvu.edu</u> and request a LiquidFiles link to upload the following (documents must be submitted in .JPG, .JPEG, .PNG, or .PDF file format; documents submitted in .HEIC or .HEIF file format cannot be processed):
  - Completed Foreign National Information Form and Information Statement (below),
  - Current passport,
  - Form I-94 (both record of admission and travel history, available online at <a href="https://i94.cbp.dhs.gov">https://i94.cbp.dhs.gov</a>),
  - Other documents proving legal status (for example: Form DS-2019, Form I-20, etc.), and
  - Social Security card (if available).
- 2. After Tax Services has received and reviewed the required information, notification will be sent to Identity and Access Management, the SBA, & the immediate supervisor if the access request is approved.
- 3. The SBA and supervisor will then submit an account request to the Identity and Access Management group within Information Technology Services. To submit a request, go to <a href="https://login.wvu.edu/sponsored">https://login.wvu.edu/sponsored</a>, then click on the blue Request New button. This step should be completed only after receiving approval from WVU Tax Services.
- 4. Identity and Access Management can only grant account requests *after* approval by WVU Tax Services *and* submission of an account request from the SBA or supervisor.

## Foreign National Information Form West Virginia University

This form must be completed before you can receive any form of payment. All applicable questions below must be answered. The completed form must be presented with your passport and immigration documents at the time of appointment.

#### **Personal/Passport Information**

Last or Family Name		First Name		Middle Name			
Date of Birth (month/day/year) WVU ID	#	Social Security No. (or in	ndividual Taxpayer ID)	E-mail Address			
Country of Citizenship		Country That Issued Passport					
Visa Number (red number in lower right corner of sta	Passport Number		Passport Expiration Date				
	Addres	ss Information	l	, ,			
U. S. Local Street Address (include city, s	Foreign Ropostal cod	,	ude city/town, state/province/region, and				
Current Immigration Status							
			□TN				
U.S. Immigrant/Permanent Res	<del></del>			alian as			
H-1 B Temporary Worker	pendent Green Card Pending						
Other:		change Visitor	Asylum				
if J-1 Exchange Visitor, what catego	ory?			_			
Student Research Sch	nolar Short Tern	n Scholar /	Alien Physician	Other:			
Primary Activity During This Visit (Choose Only One)							
Studying in a degree program		Observing		Demonstrating special skills			
Studying in a non-degree program		Consulting		Clinical activities			
Teaching	Conducting research		Temporary employment				
Lecturing		Training		Here with spouse			
What was the start date of your immigration status for the current activity?  (in many cases, this is the date you entered the U.S.)							
What <b>is the projected end date of your primary activity?</b> (In many cases, this is the completion date on your immigration document.)							
If you are a student, at what level	do you study?						
Undergraduate	Doctoral	Other:					
Describe the activity that will result in U.S. income (i.e. professor of physics, consulting, teaching assistant, food service worker, scholarship, contest prize, etc.)							
Indicate the amount of U.S. income anticipated during this calendar year.  What University department will be providing the income?							

### **Residency Verification**

\\/\bot occupted did you	ive in hefere this visit to th	20116.2	1						
What country did you live in before this visit to the U.S.?			Did you pay taxes a	Did you pay taxes as a resident of that country?  Yes No					
Did your tax residency	d your tax residency in that country end prior to this visit to the U.S.?  Yes No  If yes, when?								
		U.S. Immig	ration History						
Have you ever had	another immigration sta	atus in the United States?	Y	es No					
Have you ever been	n present in the United	States before this visit?	Y	es No					
U.S. Immigration History, Part 2									
Date of Entry	Date of Exit	Visa/Immigration Status	J-1 Subtype	Primary Activity	Have you taken any treaty benefits?				
1 1	/ /				☐ Yes ☐ No				
1 1	/ /				Yes No				
/ /	/ /				Yes No				
1 1	/ /				Yes No				
1 1	/ /				Yes No				
/ /	/ /				☐ Yes ☐ No				
/ /	/ /				Yes No				
/ /	/ /				☐ Yes ☐ No				
1 1	/ /				Yes No				
1 1	/ /				Yes No				
1 1	/ /				Yes No				
I hereby certify that all of the above information is true and correct. I give West Virginia University permission to access my I-94 records from DHS for purposes of verifying tax/immigration status. I understand that if my status changes from that which I have indicated on the form I must submit a new Foreign National Information Form.									
	Signature		Local Telephone	Number	Date				
	Conse	ent And Authorizat	ion To Release	Information					
Ι,		(name), hereby au	thorize the West Virgin	nia University to release inf	ormation contained on the				
Foreign National Information Form to Thomson Reuters (Tax & Accounting) Inc., 2395 Midway Road, Carrollton, TX 75006 for the									
following purpose: to	echnical software supp	ort for THE INTERNATION	NAL TAX NAVIGATOF	RSYSTEM					
	Signature			Date					

# WVU Tax Services Information Statement to be Completed by Foreign National Requesting Sponsored Guest Access

Please provide a detailed desc	cription of your purpose and the related activities you will be	
engaged in while on any West	Virginia University campus:	
Please provide information reg	parding the Department you will be working with at WVU:	
Department Name:		
December of Contact and White		
Department Contact you will be wo	orking with:	
Contact telephone number and e-	mail address:	
	you are requesting access for:	
From:		
То:		
I	(name), certify that for the purposes of this reques	st for
	niversity systems and campuses, I will not be performing any	50 101
· ·	which I will be seeking compensation as either an employee or	r 20 2
•	r. I further certify that I understand I might be limited and/or	us c
•	United States based on my non-immigrant status and it is my	
	,	
responsibility to be aware of m	ny non-immigrant status and any limitations.	
Printed Name		
Signature	 Date	