

# WVU Tax Services

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

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

1. The EBO/Department requesting access for the visiting Foreign National should have the individual contact WVU Tax Services at [tax@mail.wvu.edu](mailto:tax@mail.wvu.edu) and request a filelocker link to upload the following:
  - Completed Foreign National Information form – Courtesy Assignment
  - Passport
  - VISA
  - I-94 Card
  - Other documents if available (DS-219, I-20, etc.)
  - Social Security Card (if available)
2. After Tax Services Unit has reviewed the information sent, notification will be submitted to Info Technology, the EBO & the immediate supervisor as to the information required for access to be granted. The EBO will be advised to submit a request to the Info Technology office regarding access. To submit a request, go to the <https://its.wvu.edu/help> site and click on the *Services* from the top banner, *Accounts and Access Requests, WVU LOGIN Account & Help Requests/Login Account Requests for Visitors, Guest, Consultants and other Non-Employees*. This step should be completed only after notification by Tax Services.
3. Upon receipt by Info Technology information from the WVU Tax Services Unit **and** from the EBO access can then be granted by Info Technology.

# 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 individual Taxpayer ID)	E-mail Address
Country of Citizenship		Country That Issued Passport	
Visa Number (red number in lower right corner of stamp in passport)		Passport Number	Passport Expiration Date / /

## Address Information

U. S. Local Street Address	Foreign Residence Address (include postal code, if applicable)
_____	_____
_____	_____
_____	_____

## Current Immigration Status

<input type="checkbox"/> U.S. Immigrant/Permanent Resident	<input type="checkbox"/> F-1 Student	<input type="checkbox"/> TN
<input type="checkbox"/> H-1 B Temporary Worker	<input type="checkbox"/> J-2 Dependent	<input type="checkbox"/> Green Card Pending
<input type="checkbox"/> Other: _____	<input type="checkbox"/> J-1 Exchange Visitor	<input type="checkbox"/> Asylum
--if J-1 Exchange Visitor, what category?		
<input type="checkbox"/> Student	<input type="checkbox"/> Research Scholar	<input type="checkbox"/> Short Term Scholar
<input type="checkbox"/> Alien Physician	<input type="checkbox"/> Other: _____	

## Primary Activity During This Visit (Choose Only One)

<input type="checkbox"/> Studying in a degree program	<input type="checkbox"/> Observing	<input type="checkbox"/> Demonstrating special skills
<input type="checkbox"/> Studying in a non-degree program	<input type="checkbox"/> Consulting	<input type="checkbox"/> Clinical activities
<input type="checkbox"/> Teaching	<input type="checkbox"/> Conducting research	<input type="checkbox"/> Temporary employment
<input type="checkbox"/> Lecturing	<input type="checkbox"/> Training	<input type="checkbox"/> 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 is the projected end date of your primary activity?

(In many cases, this is the completion date on your immigration document.)

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

If you are a student, at what level do you study?

Undergraduate

Masters

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

What country did you live in before this visit to the U.S.?	Did you pay taxes as a resident of that country? <input type="checkbox"/> Yes <input type="checkbox"/> No
Did your tax residency in that country end prior to this visit to the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, when?                                 /     /

### U.S. Immigration History

Have you ever had another immigration status in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been present in the United States before this visit?	<input type="checkbox"/> Yes <input type="checkbox"/> 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?
/ /	/ /				<input type="checkbox"/> Yes <input type="checkbox"/> No
/ /	/ /				<input type="checkbox"/> Yes <input type="checkbox"/> No
/ /	/ /				<input type="checkbox"/> Yes <input type="checkbox"/> No
/ /	/ /				<input type="checkbox"/> Yes <input type="checkbox"/> No
/ /	/ /				<input type="checkbox"/> Yes <input type="checkbox"/> No
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/ /	/ /				<input type="checkbox"/> Yes <input type="checkbox"/> No
/ /	/ /				<input type="checkbox"/> Yes <input type="checkbox"/> No
/ /	/ /				<input type="checkbox"/> Yes <input type="checkbox"/> No
/ /	/ /				<input type="checkbox"/> Yes <input type="checkbox"/> 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
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### Consent And Authorization To Release Information

I, \_\_\_\_\_ (name), hereby authorize the West Virginia University to release information contained on the Foreign National Information Form to Thomson Reuters (Tax & Accounting) Inc., 2395 Midway Road, Carrollton, TX 75006 for the following purpose: technical software support for THE INTERNATIONAL TAX NAVIGATOR SYSTEM

  

Signature	Date
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# WVU Tax Services

## Information Statement to be Completed by Foreign National Requesting Courtesy Access

Please provide a detailed description of your purpose and the related activities you will be engaged in while on any West Virginia University campus:

Please provide information regarding the Department you will be working with at WVU:

Department Name:

  

Department Contact you will be working with:

  

Contact telephone number and e-mail address:

Please provide the time period you are requesting access for:

From:

To:

I, \_\_\_\_\_ (name), certify that for the purposes of this request for access to the West Virginia University systems and campuses, I will not be performing any services for the University for which I will be seeking compensation as either an employee or as a vendor/independent contractor. I further certify that I understand I might be limited and/or prohibited from working in the United States based on my VISA status and it is my responsibility to be aware of my VISA status and any limitations.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date