

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

**\*\*Individual is physically outside the United States\*\***

1. The SBA/department requesting access should have the foreign national individual contact WVU Tax Services at [foreignnationalprocessing@mail.wvu.edu](mailto:foreignnationalprocessing@mail.wvu.edu) 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,
  - Additional identifying documents, such as a valid foreign driver's license.
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 <https://login.wvu.edu/sponsored>, 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. Departments should begin this process a minimum of two weeks prior to the date that access is needed.



Dear WVU Affiliate –

WVU Tax Services has received notification from a department within WVU that you will be working with them on a project and need access to WVU systems. Please complete the attached forms and return them, along with copies of the requested documentation listed in the instructions above. Completed forms and documents can be submitted via e-mail to [foreignnationalprocessing@mail.wvu.edu](mailto:foreignnationalprocessing@mail.wvu.edu).

Access cannot be granted until you have submitted the requested documentation. Please feel free to contact us via email if you have any questions.

Sincerely,  
Melissa D. Hunt, MBA, CICA  
Assistant Director  
WVU Tax Services

**WEST VIRGINIA UNIVERSITY**  
**FOREIGN NATIONAL INFORMATION FORM – INDIVIDUAL OUTSIDE OF US**

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**LAST NAME:** \_\_\_\_\_ **FIRST:** \_\_\_\_\_ **MIDDLE:** \_\_\_\_\_  
**US SOCIAL SECURITY #** \_\_\_\_\_ **WVU ID #** \_\_\_\_\_ **BIRTHDATE:** \_\_\_\_\_  
(MM/DD/YYYY)

**RESIDENCE ADDRESS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_

Province/Region: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**Country of Citizenship:** \_\_\_\_\_

Please provide at least **2** forms of identification. Please complete the information below **and** provide copies of all identification documents used. A passport with a second form of identification is preferred. If you do not have a valid passport, please provide **two other forms of identification**.

Accepted forms of identification:

- Valid passport
- Valid driver's license
- Government issued identification card
- Military issued identification card
- School or educational institution issued identification card
- Employer issued identification card
- Birth certificate

**Passport #:** \_\_\_\_\_

**Passport Expiration Date:** \_\_\_\_\_  
(MM/DD/YYYY)

**Country That Issued Passport:** \_\_\_\_\_

**Form of Identification:** \_\_\_\_\_  
(example – driver's license)

**Identification Number:** \_\_\_\_\_

**Issuing Authority:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_  
(MM/DD/YYYY)

**Form of Identification:** \_\_\_\_\_

**Identification Number:** \_\_\_\_\_

**Issuing Authority:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_  
(MM/DD/YYYY)

I hereby certify that all of the above information is true and correct. I understand that if my status changes or if I begin performing services for West Virginia University while **physically located in the United States**, I must notify the WVU Tax Services unit immediately.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return all forms and copies of identity documents to [foreignnationalprocessing@mail.wvu.edu](mailto:foreignnationalprocessing@mail.wvu.edu).

# WVU Tax Services Information Statement to be Completed by Foreign National Performing Services Outside the US

Please provide a detailed description of the activities you will be performing for West Virginia University:

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

Department Name:

  

Department Contact you will be working with:

  

Contact e-mail address:

Please provide the time period you are requesting access for:

From:

To:

I, \_\_\_\_\_ (name), certify that I am neither a United States citizen nor lawful permanent resident, and all of the services I will be or am performing for West Virginia University will not be performed in the United States. These services will be primarily performed in \_\_\_\_\_ (country). I also certify that I understand I am not considered an employee of either the State of West Virginia or West Virginia University and am therefore not entitled to any employee benefits including, but not limited to, medical insurance and retirement benefits.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date