

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 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,
 - Form I-94 (both record of admission and travel history, available online at <https://i94.cbp.dhs.gov>),
 - 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 <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.

WVU Tax Services

Information Statement to be Completed by Foreign National Requesting Sponsored Guest 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 non-immigrant status and it is my responsibility to be aware of my non-immigrant status and any limitations.

Printed Name

Signature

Date