

## **Administrators Guide for Processing Payments to Foreign Individuals**

### **Payments made via Web Voucher or Web Reimbursement**

- For service payments to nonresident aliens, indicate the country where the service was performed in the “Check description”.
- For scholarships, fellowships, grants, prizes, and awards, indicate the country where the activity occurred or will occur (for example, where the research was performed or where the individual studied).
- For all royalties, copyrights, and permission fees including employee payments, indicate where the intellectual property is being used.

Submitting the Vendor Registration Form ([VRF](#)) for Foreign Individuals.

- Vendors who select an entity type of “Foreign Individual” who also indicate that they are not a U.S. citizen or permanent resident will be directed to complete and sign Section 5, “Foreign National Information” (page 3) of the VRF. (Upon set up of new vendor A/P will forward the Foreign National Information to Tax Services)
- Copies of specified immigration documents must be submitted with the completed VRF to Accounts Payable Vendor Hotline.

Submitting updates to information on a “Foreign National Information Form” ([FNIF](#)) already filed with Tax Services.

- For foreign vendors whose “Residence Status for Tax Purposes” or “Passport and Visa Information” changes during the calendar year (indicated in either Section B or C of the FNIF): A new FNIF must be filed to replace the existing information.
- Copies of specified immigration documents must be submitted with the completed FNIF to Tax Services.

### **Payments to Employees via PeopleSoft**

- Individuals who are not U.S. citizens or permanent residents must submit with the I-9 form a FNIF (Foreign National Information Form) and copies of the specified immigration documents.

- If an individual is initially set up in PeopleSoft with a non-paid earnings code (NPD) and a request is made to change the appointment to a paid earnings code, a FNIF must be submitted with the change request form.
- For foreign employees whose “Residence Status for Tax Purposes” or “Passport” and “Visa Information” change at any time; a new FNIF must be filed with the new I-9 Form to update the existing information. Copies of specified immigration documents must be submitted with the updated FNIF.

**NOTE: Section 5 of VRF and the FNIF provide Tax Services with information needed to determine the appropriate tax classification of foreign individuals who receive payments from Harvard University (e.g., country of citizenship, immigration activity, and country of residency for tax purposes).**

### **Common Immigration Documents**

- I-20 : Certificate of Eligibility for Nonimmigrant (F-1) Student Status, necessary for academic and language students studying in the United States.
- DS-2019: (FORMERLY IAP-66): Certificate of Eligibility for Exchange Visitor (J-1) Status, student or non-student, issued by the sponsor of an exchange program.
- I-797A: Notice of “Approval” used by the Immigration and Naturalization Service (INS) to notify an employer that its employees or prospective employee’s application, or a non-immigrant’s immigration status has been approved.
- I-94 Card: INS Arrival/Departure Record that is provided to all aliens upon entry to the United States. It is a small white card that is usually stapled into the passport. The alien’s visa type and the period of time the alien may stay in the U.S. will be indicated on the card.

**NOTE: Questions concerning visa information, employment eligibility, and immigration documents should be directed to the Harvard International Office at (617) 495-2789 or [www.hio.harvard.edu](http://www.hio.harvard.edu)**