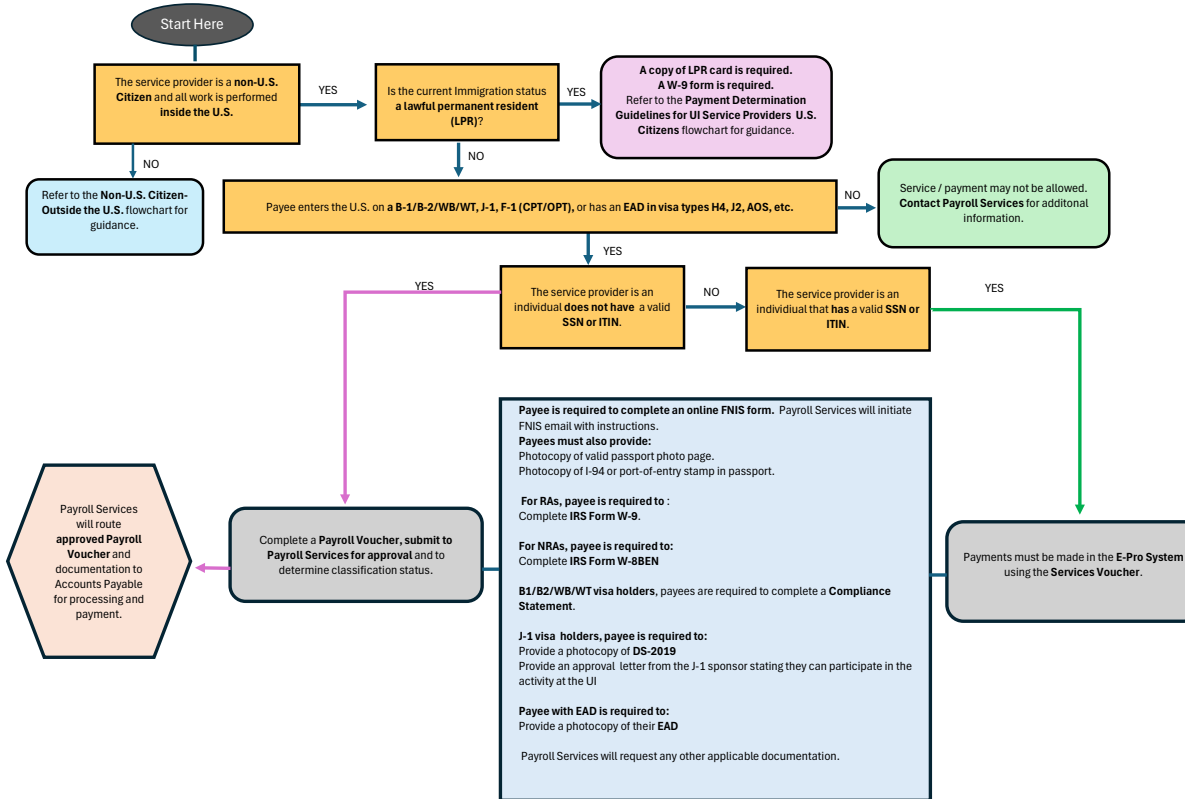


Payment Determination Guidelines for Non-U.S. Citizens Performing Services Inside U.S.

A foreign person may not be eligible to work depending on immigration status. Must be approved by Payroll Services before service is provided.
(Contact payroll-nra@uiowa.edu for assistance.)

****NOTE:** Requirements affecting nonresident aliens coming to the U.S. in order to participate in academic activities when an honorarium may be awarded can vary.



Helpful Links:
Payroll Services:
[Payroll Voucher Form](#)
[Payroll Voucher Instructions](#)
[IRS Form W-9](#)
[IRS Form W-8BEN](#)
[Compliance Statement](#)

Purchasing, Accounts Payable & Travel:
[Professional Service Agreements \(PSAs\)](#)
[Purchase Requisitions \(Preqs\)](#)
[Sole Source Purchase Justification Form](#)

Contact Information:
payroll-services@uiowa.edu
payroll-nra@uiowa.edu (non-U.S. Citizens)
workforce-operations@uiowa.edu
[Purchasing, Accounts Payable & Travel](#)

Key:

CPT = Curricular Practical Training
 EAD = Employment Authorization Card
 FEIN = Federal Employee Identification Number
 ITIN = Individual Tax Identification Number
 NRA = Non-resident Alien
 OPT = Optional Practical Training
 Preq = Purchase Requisition
 PSA = Professional Services Agreement
 RA = Resident Alien
 SSN = Social Security Number

