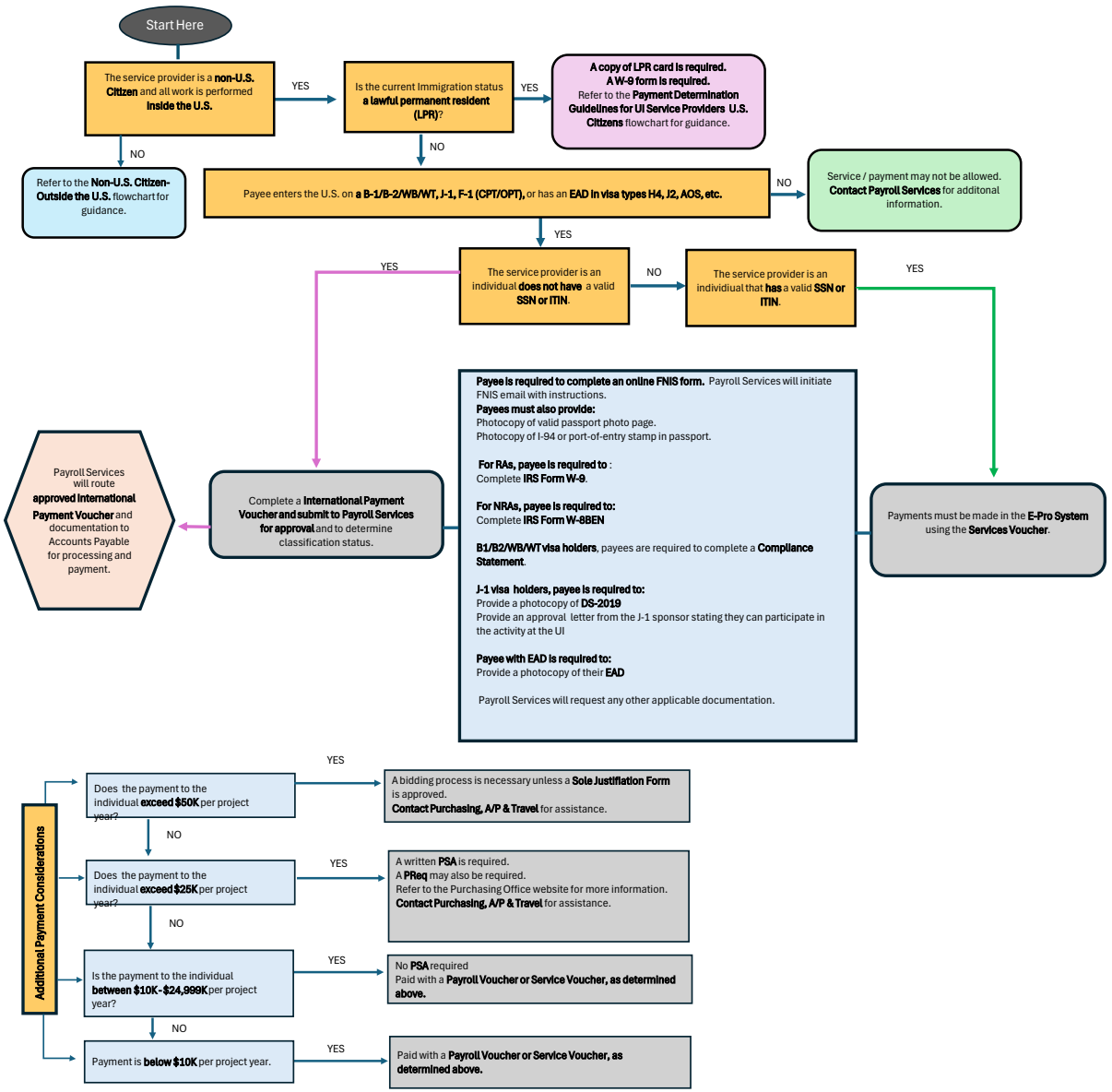
Payment Determination Guidelines for Non-U.S. Citizens Performing Services Inside U.S.

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:
International Payment Voucher
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