

ARIZONA STATE UNIVERSITY - ALIEN DATA COLLECTION FORM

PAYMENT CANNOT BE APPROVED WITHOUT A COMPLETED DATA COLLECTION FORM AND COPIES OF THE REQUIRED IMMIGRATION DOCUMENTS REFERENCED BELOW IN PART I.

The purpose of this form is to obtain information necessary to determine whether ASU may make a payment to you given your current immigration status. This form is intended for Guest Lecturers, Independent Contractors, and Scholarship or Fellowship recipients. Persons hired through Human Resources should complete the GLACIER information form available at the HR Payroll web site.

Last or Family Name First or Personal Middle Country of Citizenship Social Security No.

Local Street Address City State Zip Code

Home Street Address City Foreign Country

Part I - Immigration Category:

YOU MUST PROVIDE COPIES OF YOUR PASSPORT PICTURE PAGE, VISA WITH ENTRY STAMP, AND FRONT AND BACK OF THE I-94 ARRIVAL AND DEPARTURE RECORD (the small card stapled inside the front of the passport). If you entered under the Visa Waiver program, you will not have an I-94 card. Instead you must provide a copy of your Electronic System for Travel Authorization (ESTA) Approval Notice and a copy of your arrival stamp in your passport for the visit for which payment is requested.

- B-1, B-2, WB/Waiver Bus., WT/Waiver Tourist (Circle one & attach ASU Compliance Statement. Canadians without a visa must attach copy of passport and letter of invitation)
F-1 Student (Attach I-20)
J-1 Student (Attach DS-2019)
J-1 Non-student (Attach DS-2019 and letter of permission from your Responsible Officer)
H-1B Specialty Occupation
Other

Current date and place of entry into the US Date: Place:

Part II - Residency Status:

A non-U.S. person will be considered a resident for tax purposes if the individual meets the requirements of the Substantial Presence Test as specified by federal tax regulations, or is a lawful permanent resident of the United States at any time during the current calendar year.

SKIP TO PART III IF ANY OF THE FOLLOWING VISA CATEGORIES CURRENTLY APPLY TO YOU.

- B-1, B-2, WB, WT short term visitor
J-1 or F-1 student who has been in U.S. less than 5 calendar years
J-1 visitor who has been physically present in U.S. for no more than 2 calendar years out of the last 6.

If none of the above apply, complete the following:

Number of days of actual physical presence in the U.S. during the current calendar year
Number of days of actual physical presence in the U.S. last calendar year, divided by
Number of days of actual physical presence in the U.S. two calendar years ago, divided by

TOTAL NUMBER OF DAYS PRESENT IN THE UNITED STATES:

If the total number of days present in the United States is 183 days or more, check the box below for resident.
If the total number of days present in the United States is less than 183 days, check the box below for nonresident.

Part III - Certification of U.S. Residency Status for U.S. Income Tax Purposes:

Please check the box below to indicate your residency status.

- I hereby certify that I have been given the privilege, according to U.S. Immigration laws, of residing permanently in the United States as an immigrant, and that this status has not been administratively or judicially determined to have been abandoned.
I hereby certify that I am a RESIDENT of the United States for tax purposes because I meet the Substantial Presence Test for residency as indicated above.
I do not meet the requirements for residency in the United States for tax purposes. I am a NONRESIDENT ALIEN.

IMPORTANT: If you wish to claim exemption from U.S. income taxes because your country of permanent residence has a tax treaty with the United States, you must attach either IRS Form 8233 for personal services (Exemption from withholding for Compensation on Independent Personal Services of a Nonresident Alien Individual) or IRS Form W-8BEN (Certificate of Foreign Status of Beneficial Owner for United States withholding) for scholarships, fellowships, non-compensatory stipends, rents and royalties.

Part IV - Certification: I hereby certify that all of the above information is true and correct. I agree that if my status changes from that which I have indicated on this form, I will prepare and submit a new Alien Data Collection Form.