



## *Inviting & Paying an Honorarium to a Foreign*

### *National for Academic Activities at the MSU*

Name of Foreign National: \_\_\_\_\_

Title of Activity: \_\_\_\_\_

Date of Activity: \_\_\_\_\_

#### **Pre-arrival planning:**

- Finalize the activity details: title of activity; date; time; honorarium amount and whether travel expenses will be reimbursed.
- Confirm if foreign national meets the *Honorarium Rule* (9-5-6 Rule) (if not, only travel reimbursement is allowed and only for B-1 visa holders).
- If J-1 or F-1 scholar, direct the individual to get permission letter from both home department and International Program Office (at MSU or at sponsoring university).
- Communicate payment may be able to be made with appropriate federal tax withholding at 30%.
- Send invitation letter to the foreign national to communicate the details of the activity and MSU contract for services. Contract for services must be returned and approved by VP for Administration and Finance.

#### **When the individual has arrived on campus:**

- Make a copy of identity page in passport (make sure copy is readable).
- Make a copy of visa and/or port of entry stamp in passport (make sure copy is readable).
- If J-1 scholar, make a copy of permission letter & DS 2019.
- If F-1 scholar, make a copy of permission letter & I-20.
- Foreign national completes the "Foreign National Information Form." (FNIF)
- Foreign national completes Form W-8BEN.

#### **Department completes the following:**

- Voucher for honorarium and/or travel reimbursement containing proper original backup documents.

#### **Department sends the following to AP:**

- Voucher and/or original receipts for travel reimbursement. Make sure "Non-U.S. Citizen/Company" is checked in "Citizenship" box.
- Completed Foreign National Information Form.

- If J-1 scholar, copy of permission letter and DS 2019. If F-1 scholar, copy of permission letter and I-20.
- Completed and signed original form W8BEN.
- Copy of passport identity page.
- Copy of visa and/or port of entry stamp in passport.
- For Canadians, copy of both driver's license and social insurance card OR copy of passport identity page.
- Copy of invitation letter sent to foreign national prior to event and original contract for service with appropriate signatures.

**Pay the foreign national:**

- Department will pick up check from cashier (ready in five to seven work days if proper documents and signatures are attached)

**OR**

- Check should be mailed directly to foreign national's address by Accounts Payable