

Non-Employee Short Term International Visitors Questionnaire

This form must be filed by all international visitors who receive payment for services or reimbursement for incidental expenses. Complete all questions and **attach copies of all documents required per the table on the bottom of this form.** Complete in ink. Print clearly. The numbers in parentheses refer to the Instructions on the reverse side.

- (1) Name _____ (2) Social Security Number/ITIN _____
 (Family or Last Name), (First Name)
- (3) Country of citizenship _____ (4) Passport # _____
- (5) Country of Permanent Residence _____ (6) Have you applied for Permanent Residency in the US? _____
- (7) Permanent residence address _____

If you have had more than one entry into the United States, complete the 'exit and entry' dates at the bottom

- (8) Current Visa Type _____ (attach documents as required, see below) (9) Date of Entry _____
- (10) Is compensation exempt from income tax withholding because of a U.S. Tax Treaty? YES _____ NO _____

To be exempt from Federal withholding due to a tax treaty, you must complete IRS Form 8233 each calendar year in which the exemption applies. However, a non-resident alien who passes the Substantial Presence Test must file Form W-9 and Attachment instead in order to claim tax treaty. The W-9 & Attachment need to be filed just once.

(11) Complete this section only if you have more than one entry in to the US or more than one visa type. Attach a separate sheet for additional entry/exit dates.

<u>Date of Entry</u>	<u>Date of Exit</u>	<u>VISA type</u> (circle one for each entry)					
_____	_____	F1	F2	J1 student	J1 non student	H-1	Other _____
_____	_____	F1	F2	J1 student	J1 non student	H-1	Other _____
_____	_____	F1	F2	J1 student	J1 non student	H-1	Other _____

<i>If you have this INS Visa Classification:</i>	<i>Attach photocopies of these documents:</i>
B-1, B-2, WB or WT	Social Security Card or ITIN, and copy of I-94 and passport
* J-1 Student, Professor, or Researcher	Social Security Card <i>and</i> IAP-66 Form, "Certificate of Eligibility for Exchange Visitor(J-1) Status"
* H1-B	Social Security Card <i>and</i> INS Notice of Action (I-797)
* F-1 Student or * F-1 Curricular Practical Training * F-1 Optional Practical Training	Social Security Card <i>and</i> I-20 Form, "Certificate of Eligibility for Nonimmigrant F1 Student"
J-2 Spouse	Social Security Card <i>and</i> Employment Authorization Card (I-688B)

* If USC is not the sponsor on the F, J, or H visa, a separate approval from the sponsor is required.

(12) PLEASE READ AND SIGN THE STATEMENT BELOW:

I Certify under the penalties of perjury that the above statements are true, correct and complete I also declare, under penalties of perjury, that I am not a citizen or resident of the United States.

SIGNATURE: _____ DATE _____

Instructions for completing Alien Questionnaire

Please note: All international visitors to the University of Southern California MUST complete an Alien Questionnaire and attach the required documents.

- (1) **Name** - Print your full name, family name (surname) first, then first name. The name you print here must match your name as indicated on your Social Security or Individual Taxpayer Identification Number application or card.
- (2) **Social Security Number/ITIN**- This number on the Social Security Card or ITIN card. If you do not have a US Social Security or ITIN number, enter "Applied for". You must apply for a Social Security Number or ITIN immediately and attach a copy of the receipt. Notify the Department contact as soon as you receive it.
- (3) **Country of citizenship** - Print the name of the country of your citizenship.
- (4) **Passport #** - Print the number from your passport here.
- (5) **Country of Permanent Residence** - Name of the country of which you are a Permanent Resident. This answer *cannot be the United States*.
- (6) **Have you applied for Permanent Residency in the US?** If "yes", you must be treated as a resident alien for tax purposes. Do not complete this form. See Department contact, payments must be made through Disbursement Control.
- (8) **Current Visa Type** Your current Visa type.
- (7) **Permanent Resident address** Your permanent home address outside of the U.S.
- (9) **Date of Entry:** Enter the date you last entered the United States
- (10) **Is compensation exempt from income tax withholding because of a U.S. Tax Treaty?** - Please refer to IRS Publication 901 to see if your compensation is eligible for exemption under the terms of a treaty between the United States and your Country of permanent residence.
- (11) **Date of Entry/Exit** List your dates of entry & exit; if necessary, attach a separate sheet.
- (12) Read this statement carefully, and sign and date. Be sure to attach copies of all required documents as noted.