

Required Documentation to process Travel Reimbursements, Stipends, Awards, Scholarships & Fellowships, Miscellaneous payments

Collecting the listed documentation ensures that N.C. State is processing payments to international visitors in valid immigration status, and calculating the appropriate tax liability based on the visitor's tax status. Below is a listing of the required documentation required per visa type.

F-1 Visa

- Copy of passport photo page
- Copy of visa
- Copy of entry stamp in passport
- Copy of I-94 (if available-electronic system now)
- Copy of I-20 (3 page document)
- Signed W-8BEN
- Confirmation from sponsoring institution's Office of International Services indicating they are aware of visitor's activity and NCSU

J-1 Visa

- Copy of passport photo page
- Copy of visa
- Copy of entry stamp in passport
- Copy of I-94 (if available-electronic system now)
- Copy of DS-2019
- Signed W-8BEN
- Confirmation from sponsoring institution's Office of International Services indicating they are aware of visitor's activity and NCSU

B-1 Visa

- Copy of passport photo page
- Copy of visa
- Copy of entry stamp in passport
- Copy of I-94 (if available-electronic system now)
- Signed W-8BEN

Visa Waiver Program (Business-VWB)

- Copy of passport page
- Copy of entry stamp in passport
- Copy of I-94 (if available-electronic system now)
- Signed W-8BEN

H-1B

- Copy of passport photo page
- Copy of entry stamp in passport
- Copy of I-797 approval notice with I-94 (if available-electronic system now)
- Signed W-9

TN Visa

- Copy of passport photo page
- Copy of entry stamp in passport
- Copy of I-797 approval notice (Applies for visitors who changed status in the U.S.)
- Signed W-9

Payments outside the U.S.

If payment is for services outside the U.S. then a signed W-8BEN is required