

**University of Connecticut  
Payment to International Visitors  
Department Check List**

**University of Connecticut Internal Use Only  
To be submitted with payment to Accounts Payable**

- \_\_\_\_\_ Signed Certification of Academic Activity from your international visitor
- \_\_\_\_\_ Copy of Passport ID Page
- \_\_\_\_\_ Copy of Passport US Visa Page (not applicable is I-94 indicates VWB/VWT visa waiver)
- \_\_\_\_\_ Copy of I-94 (Arrival/Departure Card stapled in passport)
- \_\_\_\_\_ IRS Form W-8BEN (if tax treaty is not applicable)
- \_\_\_\_\_ Or IRS Form 8233 (if tax treaty applicable)
- \_\_\_\_\_ Copy of Invitation Letter
- \_\_\_\_\_ Original Travel Receipts (if applicable)
- \_\_\_\_\_ Permission Letter (applicable to J-1 visa holders only, J-1 visa holders can not accept an honorarium without the written permission of their International Sponsor)
- \_\_\_\_\_ Foreign National Information Form

Any questions, please contact Dorothy Koss, Office of the Controller x1644