

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

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

- _____ CO-17 Invoice for Goods and Services rendered to the University of Connecticut (available on Accounts Payable web site <http://web.uconn.edu/acctpay/forms.html> And to be completed by the host department) with the following attached.
- _____ 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 (applicable to J-1 visa holders, also available on the Accounts Payable web site <http://web.uconn.edu/acctpay/forms.html>)

Any questions, please contact Dorothy Koss, Accounts Payable x1644