

***Paying a Scholarship or Fellowship
to a Foreign National for Academic
Activities at the UW***

*(Payment to be made through Payroll office as a
Stipend)*

Name of Foreign National: _____

Date(s) of Stipend: _____

Pre-arrival planning:

- ☐ Finalize the stipend details.
- ☐ Determine if foreign national is eligible for a tax treaty exemption:
 - If eligible, ask individual if he/she has a SSN or ITIN.
 - If no tax number, make an appointment for foreign national once on campus at Accounts Payable. E-mail itin@u.washington.edu to set up appointment.
- ☐ Send award letter to the foreign national with the details of the stipend.

When the individual has arrived on campus:

- ☐ Foreign national completes the UW Form 1007, "Foreign National Payment Data Sheet."
- ☐ Make a copy of picture page in passport (make sure copy is readable).
- ☐ Make a copy of I-94 (Departure Record) or print from web (make sure copy is readable).
- ☐ If J-1 scholar, make a copy of DS 2019.
- ☐ If F-1 student, make a copy of I-20.
- ☐ If eligible for a tax treaty benefit, foreign national completes IRS Form W-8BEN, "Certificate of Foreign Status of Beneficial Owner for United States Withholding".



If eligible for tax treaty benefit and doesn't have a tax id number, foreign national:

- ☐ Completes Form W-7.
- ☐ Keeps appointment at Accounts Payable to file for ITIN (see W-7 checklist for what to bring to appointment).

Department completes the following and forwards documents to Payroll:

- ☐ OPUS entry to set-up payments.
- ☐ Completed UW Form 1007, "Foreign National Payment Data Sheet."
- ☐ Copy of picture page in passport.
- ☐ Copy of I-94 (Departure Record) or print from web.
- ☐ If J-1 scholar, a copy of DS 2019.
- ☐ If F-1 student, a copy of I-20.
- ☐ Completed W-8BEN.

Pay the foreign national

- ☐ Department will pick up check from Payroll Office on payday with normal payroll checks. **OR**
- ☐ Funds should be directly deposited into foreign national's U.S. bank account

