

## International Guest Lecturer Checklist

Name of Lecturer: \_\_\_\_\_

Department: \_\_\_\_\_

Department Contact: \_\_\_\_\_

Date of Entry into the US: \_\_\_\_\_

### **SECTION I:** Initial notice of International Guest's scheduled Lecture

☐ International Guest Lecturer Information Form

If have ITIN or SSN? ☐ YES (also complete forms in section III) ☐ NO (complete only section II)

### **SECTION II:** to make payment (honorarium and/or travel expenses)

☐ Certification of Academic Activity

☐ Independent Contractor v. Employee Determination Form

☐ W-8 BEN

☐ Copy of Passport

☐ Copy of VISA or ESTA documents

### **SECTION III:** to Claim Tax Treaty Benefits

☐ 8233 Form

☐ Signed Affidavit