

Stipend Payments to a Foreign National

(Payment made through Payroll)

Name: _____

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:

- Department completes OPUS entry to set-up payments.
- Department sends foreign national a Glacier invite.
- Foreign national completes Glacier.

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).

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

