***Non-UW Scholarship Payments to a Foreign National***

***(Payment made Miscellaneous Payment)***

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Scholarship Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date(s) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Pre-arrival planning:**

* Finalize the scholarship details
* Determine if foreign national is eligible for a tax treaty exemption.
	+ If eligible, ask individual if he/she has a SSN or TIN.
	+ If no tax number, make an appointment for foreign national once on campus at the Tax Office. Email itin@uw.edu to set up appointment.
	+ If not eligible, complete a W-8BEN
* Send award letter to the foreign national with the details of the scholarship.

**If eligible for tax treaty benefit and doesn’t have a tax ID number, foreign national:**

* Completes Form W-7
* Keeps appointment at Tax office to file ITIN (see W-7 checklist for what to bring to appointment.

**When individual has arrived in the US:**

* Make a copy of passport identity page (make sure this is readable)
* Make a copy of visa page and/or port of entry stamp page in passport or I-94
* Make a copy of scholarship letter
* Foreign National completes the UW Form 1007, “Foreign National Payment Data Sheet.”

**If individual is outside the US:**

* Individual completes W-8BEN

**Department complete the following:**

* Fill out Miscellaneous Payment Request in Workday.
	+ <https://finance.uw.edu/ps/how-to-pay/miscellaneous-payments>
	+ Job Aid: <https://uwconnect.uw.edu/finance?id=kb_article_view&sysparm_article=KB0032008>

**Required Attachments in Docusign**

**Department and foreign national complete the following and submits in Docusign (do not attach sensitive documents in Workday):**

**Individual inside US attachments:**

* Copy of passport identity page
* UW Form 1007, “Foreign National Payment Data Sheet.”
* Scholarship letter
* Copy of visa page and/or port of entry stamp page in passport or I-94

**Individual outside the US attachments:**

* Completed W-8BEN
* Scholarship letter

**How the foreign national will be paid (all selections will be available in Workday):**

* Will pick up check from Mailing Services (typically ready within ten days). You will be called when the check is ready
* Wire funds (additional fee of $15-25 applies)
* Check should be mailed directly to foreign national’s address

**Important:** Incomplete documentation could result in delayed or rejected requests.