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Step 3: Department uses the information visitor provides to determine which process to follow for the non-payroll payment using the flow chart below.



- Attach W9 to A/R Request Form if applicable. W9 is required for new vendors, change of address and change of payee name, including payment requests for a reimbursement, award or prize.

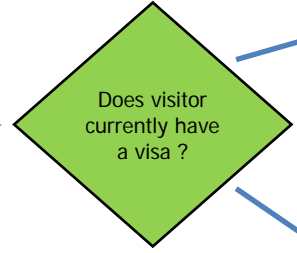
No



Step 4: Process for Non-Payroll Payment to a Foreign National
Department will:
1) Send visitor the Foreign National Information Form (FNI Form)*. Visitor will complete form and provide a copy of the passport identity page and supporting documentation for the visa type.
- NOTE: If visitor will obtain a visa, supporting documentation may be provided once the visitor is in the U.S.



Step 5: Department uses the information visitor provides to determine next steps in process for the non-payroll payment to a foreign national.



No



Step 6:
1) Determine if visitor needs SMU to sponsor J1 visa. If J1 visa is needed, department contacts International Student and Scholar Services Office.
2) E-mail FNI Form to foreignnationals@smu.edu

Yes



Step 6:
E-mail FNI Form to Foreign Nationals/Payroll at foreignnationals@smu.edu



Step 7: Foreign Nationals/Payroll reviews FNI Form to determine if visitor's visa is eligible to receive payment.



Step 10: Foreign Nationals/

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