Wesleyan University

ACCOUNTS PAYABLE ELIGIBILITY VERIFICATION FORM

Speaker or Artist Full Legal Name: _____

Wesleyan Host and Department Name: _____

Wesleyan Department Contact Name: _____

Select your citizenship status:

- ☐ U.S. Citizen
- ☐ Legal Permanent Resident (LPR)
- ☐ Noncitizen

Select the type of service or activity you intend to provide for Wesleyan:

- ☐ I will teach for more than one (1) day *(Please stop here and submit this form to your Wesleyan contact. Your Wesleyan contact must hire you as a university employee.)*
- ☐ I will conduct a service other than teaching (lecture, talk, speaking engagement, other service, etc.) that will last <u>less</u> than nine (9) days *(Review the [Employee vs. Independent Contractor Determination Worksheet](#) to ensure this meets the definition of Independent Contractor.)*
- ☐ I will conduct a service other than teaching (lecture, talk, speaking engagement, other service, etc.) that will last <u>longer</u> than nine (9) days *(Review the [Employee vs. Independent Contractor Determination Worksheet](#) to ensure this meets the definition of Independent Contractor.)*
- ☐ The activity will be for collaboration, professional development, research, or training

If you are a U.S. Citizen or LPR, please stop here, sign and submit this form to your Wesleyan contact before any service or activity is conducted for Wesleyan. If you are a Noncitizen, please continue.

Indicate the location of your anticipated service or activity:

- ☐ Inside the U.S. (City, State) _____

- ☐ Outside of the U.S. (Country) _____

If your activity will occur outside the U.S., please stop here, sign and submit this completed form to your Wesleyan contact. If your activity will occur inside the U.S., please continue.

Immigration statuses during this anticipated activity:

The following statuses are not eligible to conduct services for Wesleyan:

- ☐ A
- ☐ C
- ☐ D
- ☐ E
- ☐ G
- ☐ H
- ☐ I
- ☐ K
- ☐ L

- ☐ M
- ☐ Q
- ☐ R
- ☐ TN
- ☐ J or F Student not enrolled at Wesleyan, without an Employment Authorization Document (EAD) or DSO employment authorization signature on I-20
- ☐ No visa status and not a Canadian Walkover

If you checked any of the above statuses, please stop here and submit your completed form to your Wesleyan contact. YOU ARE NOT ELIGIBLE TO CONDUCT SERVICES FOR WESLEYAN.

If you anticipate holding one of the immigration statuses below, please continue.

- ☐ J Nonstudent
  (Written permission from your sponsoring U.S. institution is required before conducting any activity for Wesleyan.)
- ☐ F Student with EAD or I-20 Signature
  (Obtain your EAD or I-20 signature from your sponsoring U.S. institution before conducting any activity for Wesleyan.)
- ☐ O
  (Written permission from your U.S. sponsor is required and activity must comply with your I-797 before conducting any activity for Wesleyan.)
- ☐ P
  (Written permission from your U.S. sponsor is required and activity must comply with your I-797 before conducting any activity for Wesleyan.)

If you checked any of the above statuses, please stop here, sign and submit your completed form to your Wesleyan contact.

If you anticipate holding one of the immigration statuses below, please continue.

- ☐ Canadian Walkover
- ☐ B1 or Visa Waiver for Business
- ☐ B2 or Visa Waiver for Tourism

If you checked any of the above statuses, please complete the following, sign and submit your completed form to your Wesleyan contact.

- ☐ Provide a brief description of the service or activity you anticipate providing for Wesleyan
- ☐ The activity or service I expect to provide for Wesleyan will take me _____ days to complete and will occur on the following date/s: _____
- ☐ I expect to receive honoraria or travel reimbursement from more than Five (5) U.S. institutions or organizations in the current Six (6) month period. Yes or No

Noncitizens authorized to participate in activities or provide services inside the U.S. for Wesleyan must also submit work eligibility and immigration documents, determine U.S. tax residency status, and complete tax residency forms using Sprintax Calculus https://calculus.sprintax.com/. Wesleyan's International and Compensation office will create a Calculus account for you. The email address you provide will serve as your Calculus Username.

Email Address: _____

Signature: _____ **Date:** _____

Submit your completed form to your Wesleyan contact before conducting service or activity.