

## *Scholarship or Fellowship Award Payments to a Foreign National*

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

Date(s) of Scholarship: \_\_\_\_\_

### **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 ITIN.
  - If no tax number, make an appointment for foreign national once on campus at Accounts Payable. E-mail [donna.foley@wwu.edu](mailto:donna.foley@wwu.edu) to set up appointment.
- Send award letter to the foreign national with the details of the scholarship.

### **When the individual has arrived on campus:**

- Foreign national completes the WWU Form 1007, "Foreign National Payment Data Sheet."
- Make a copy of identity page in passport (make sure copy is readable).
- Make a copy of visa and/or port of entry stamp in passport (make sure copy is readable).
- If J-1 scholar, make a copy of DS 2019.
- If F-1 student, make a copy of I-20.
- For Canadians, make a copy of both driver's license and social insurance card OR a copy of passport identity page.
- If eligible for a tax treaty benefit, foreign national completes IRS Form W-8BEN, "Certificate of Foreign Status of Beneficial Owner for United States Withholding" and appropriate addendum.

### **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).



**Department completes the following and forwards documents to Student Fiscal Services:**

- Completed Award Payment Request form.
- Completed WWU Form 1007, "Foreign National Payment Data Sheet."
- Copy of identity page in passport.
- Copy of visa and/or port of entry stamp in passport.
- If J-1 scholar, a copy of DS 2019.
- If F-1 student, a copy of I-20.
- For Canadians, copy of both driver's license and social insurance card OR copy of passport identity page.
- Completed W-8 BEN.

**Pay the foreign national**

- Department will pick up check from Cashier's Office OR
- Funds should be directly deposited into foreign national's US bank account OR
- Check should be mailed to foreign national's address.

