

CONSOLIDATED INTERNATIONAL VISITOR QUESTIONNAIRE

FOREIGN VISITOR QUESTIONNAIRE (FVQ) & INDEPENDENT CONTRACTOR QUESTIONNAIRE (ICQ)

If possible, please type your answers on-screen rather than handwriting responses

Full Name (First/Middle/Last)	
Gender Identification	
Full Address Outside USA	
Full Address Inside USA (if any)	
Phone Number(s)	
E-mail Address	
Dates you will visit TTUHSC)	FROM TO
US issued EIN, SSN or ITIN	
(If none, write "NONE") Are you a US Citizen or Permanent	
Resident?	NO YES. IF "YES" STOP HERE.
Foreign Business Tax Identification Number (Foreign Businesses Only)	
Country of citizenship (list all countries where you hold citizenship please)	
Country of Birth	
Country of Last Tax Residence	
Current visa status in USA or visa status you	
expect to have when you arrive in the USA	
Purpose of visit to TTUHSC	
TTUHSC Department you will visit Type of payment you expect to receive from	
TTUHSC:	
NONE, No Payment Expected	—
Clinical or Research Participant	—
Consultant Fee	_
Copyright Royalty	_
Industrial Royalty	_
Honorarium	Amount, if known: \$
Travel Costs Reimbursement	_
Speaker Fee	_
Travel Award	
Living Expenses or Maintenance Payment	
Performance Fee	
Prize or Award	
Other Payment	Explain
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TTUHSC Host/Department Contact Name			
TTUHSC Department Contact Email Address	@ttuhsc.edu		
Medical Students Please provide the name of <u>your medical school</u> and <u>year of study</u>			
Visitors in F-1 or J-1 status, please provide The date you first entered the USA			
<u>All Visitors</u> Length of all Visits to USA in Last Five (5) Years (Total number of DAYS in each year)	Current Year Visa Status Initial Entry Date Prior Year #1 Visa Status Prior Year #2 Prior Year #2 Visa Status Prior Year #3 Prior Year #3 Visa Status Prior Year #4 Prior Year #4 Visa Status Prior Year #4 Prior Year #5 Visa Status Prior Year #5		
Visitors who will receive an HONORARIUM payment			
Have you, or will you have, received an HONORARIUM payment from any US institution or entity within the six (6) months prior to your visit to TTUHSC?	 YES, I received honorarium payments NO, I have received no honorarium payments 		
How many US institutions provided (or will provide) an HONORARIUM payment within the six (6) months?	 YES, Institutions or entities provided an honorarium payment NO, I have received no honorarium payments 		
TTUHSC has my permission to retrieve my I- 94 from the <u>online CBP website</u> .	YES NO, I WILL PROVIDE THE I-94 MYSELF		
If I receive a payment from TTUHSC that requires the institution to provide me with tax document, Form 1042-S, I agree to accept the Form 1042-S electronically and be notified via email:	YES NO		

Visitor/Vendor Signature:	Date:	

PLEASE READ THE IMPORTANT INFORMATION ON THE FOLLOWING PAGE AND FOLLOW THE INSTRUCTIONS FOR RETURNING THIS QUESTIONNAIRE TO TTUHSC

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INDEPENDENT CONTRACTOR QUESTIONNAIRE

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55 To * <i>Tra</i> 1. <i>A</i>	SN/ITIN or R# of Individual/Business Owner: otal Contract Amount: \$			-	
Tc * <i>Tra</i> 1. <i>F</i>	otal Contract Amount: \$				
1. <i>A</i>	wel expenditures authorized by the dept. must				
1. <i>A</i>	1 7 1	ave original travel receipts an	d be submitted within 60 days of trave	el for nontaxable	reimburseme
		0	, , , , , , ,	YES	NO
۰, ^۱	Are you a U.S. Citizen or Permanent Resident A	lien?		<u></u>	<u></u>
F r	Are you a current employee or have you been a Health Sciences Center, or Health Sciences Cen months? If you answered "yes" the Tax Office will conta	er El Paso ("TTUS") employee	luring the past twelve		
	require payment through Payroll & Tax Service	-			
3. C	Do you plan to become a TTUS employee withi	n the next 12 months?			
S	Do you receive restriction, supervision, or con services desired? (e.g., Does TTUS impose restrict order to follow, or control over the processes of the s	ons on what supplies to purchase			
	Are you being trained by TTUS to perform the j (e.g. does TTUS train you, provide instruction manua				
6. <i>A</i>	Are you required to perform the services perso	nally? (e.g., cannot delegate the j	ob to others)		
7. [Does TTUS hire, supervise, and pay assistants t	o help you with the services pr	ovided?		
8. <i>I</i>	Are the services being provided to TTUS on a c	ontinuing (frequent or long-ter	m) basis?		
9. [Do you have the ability to negotiate a mutually	agreeable work time and/or d	ate (work schedule)?		
10. I	Have you provided similar services to other un	related entities OR to the publ	ic as a trade or business?		
11. \	Will compensation be paid on an hourly, week	y, monthly, or other regular ba	asis?		
12. [Does TTUS provide the tools, materials, and su	pplies necessary to complete t	he work?		
13. (Can TTUS discharge you for reasons other than	non-performance of the cont	ract?		
14. (Could you face potential financial loss or liabilit	y if contract terms are not met	?		
RE	HEREBY CERTIFY THE ABOVE INFORMATION SPONSIBLE FOR THE PAYMENT DIRECTLY T DEPENDENT CONTRACTOR PAYMENT.				
- c	Signature of Business Owner/Individual		Date		

Financial Manager/Contract Administrator Signature

IF APPROVED, THIS PAYMENT DOES NOT CONSTITUTE AN EMPLOYER-EMPLOYEE RELATIONSHIP.

Date

IMPORTANT INFORMATION – PLEASE READ

All Visitors Receiving Travel Reimbursement - Receipts are required so please remember to keep all receipts related to your travel.

 <u>Canadian Citizens</u>

Visitors entering as Canadian citizens (without a visa or visa status), must provide the following document(s)

• Passport biographical data page

Visitors with Visas or Visa Status (except Canadians)

Visitors entering with a visa or a visa status must provide the following documents

- Passport biographical data page
- Last visa stamp (if applicable)
- I-94, if already in the USA. If not in the USA yet, please provide I-94 upon arrival at TTUHSC. I-94 is an electronic admission document available at <u>https://i94.cbp.dhs.gov/I94/#/home</u>.

4 Visa Waiver Program (ESTA) Entrants

Visitors entering using the Visa Waiver Program must provide the following document(s)

- Passport biographical data page
- ESTA approval notice
- Copy of passport page with "WB" or "WT" stamp (given by CBP on admission)

4 J-1 Exchange Visitors

J-1 exchange visitors must have preapproval from their sponsor (ARO or RO) prior to coming to TTUHSC. No payments of any kind can be issued without written approval from the J-1 sponsor. Please forward the approval letter directly to IES at <u>IES@ttuhsc.edu</u>. We can be reached by telephone at (806) 743-2865.

Please submit the completed FVQ to International Employment Services (IES) by clicking the button below:

Thank You! We look forward to your visit!