

University of Connecticut  
International Visitors  
Department Checklist

University of Connecticut Internal Use Only

To be submitted at the time of Vendor Approval and for each subsequent payment to Dorothy Koss

- IRS Form W-8BEN – if tax treaty NOT applicable
- OR IRS Form 8233 – if tax treaty is applicable
- Copy of Passport
- Copy of US Visa page, not applicable if I-94 indicates WB/WT visa waiver
- Copy of I-94, must be downloaded from US Department of Homeland Security by visitor
- Copy of ESTA if visitor is traveling on a passport from a country participating in the Visa Waiver Program
- Copy of Invitation Letter
- Permission letter, only applicable to J1 visa holders only.
- Note: J1 visa holders cannot accept honoraria without the written permission of their International sponsor.
- University of Connecticut Vendor Application form.

Any questions, please contact [taxcompliance@uconn.edu](mailto:taxcompliance@uconn.edu).

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