

## SLAC Visitor Information Form (Please print) (Valid for current calendar year.)

This form is required for reimbursement of travel expenses. Visitors should complete this form and return it to the department being visited. The department should attach it to the completed expense report.

Name \_\_\_\_\_ Date \_\_\_\_\_

Employed by \_\_\_\_\_

U.S. Address \_\_\_\_\_

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### U.S. Citizens

I am a U.S. citizen \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_  
Signature \_\_\_\_\_

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### Non Residents of the U.S.

 Refer to Substantial Presence Test on reverse to determine residency status

\_\_\_ I am (or will be while at Stanford University) a non-resident for U.S. tax purposes.

Passport # \_\_\_\_\_ Soc. Sec. # or ITIN \_\_\_\_\_

Type of Visa indicated on I-94 card - **Attach photocopy of passport, visa stamp (for B-1), and I-94 card;**

\_\_\_ B-1 Visa

\_\_\_ WB Business Visa Waived by treaty

**Visitors with other visa types, please check in with International Services in the A&E Building 41; Room 240.**

Other: \_\_\_\_\_  
F-2; J-2 may not receive payment

Citizen of \_\_\_\_\_ Resident of (if different) \_\_\_\_\_

Permanent Home Address \_\_\_\_\_

List dates of previous visits to the U.S. \_\_\_\_\_

\_\_\_ I have not received honoraria from more than 5 institutions in the past six months (payment for honorarium only)

Visa # \_\_\_\_\_ Signature \_\_\_\_\_

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### Alien Residents of U.S.

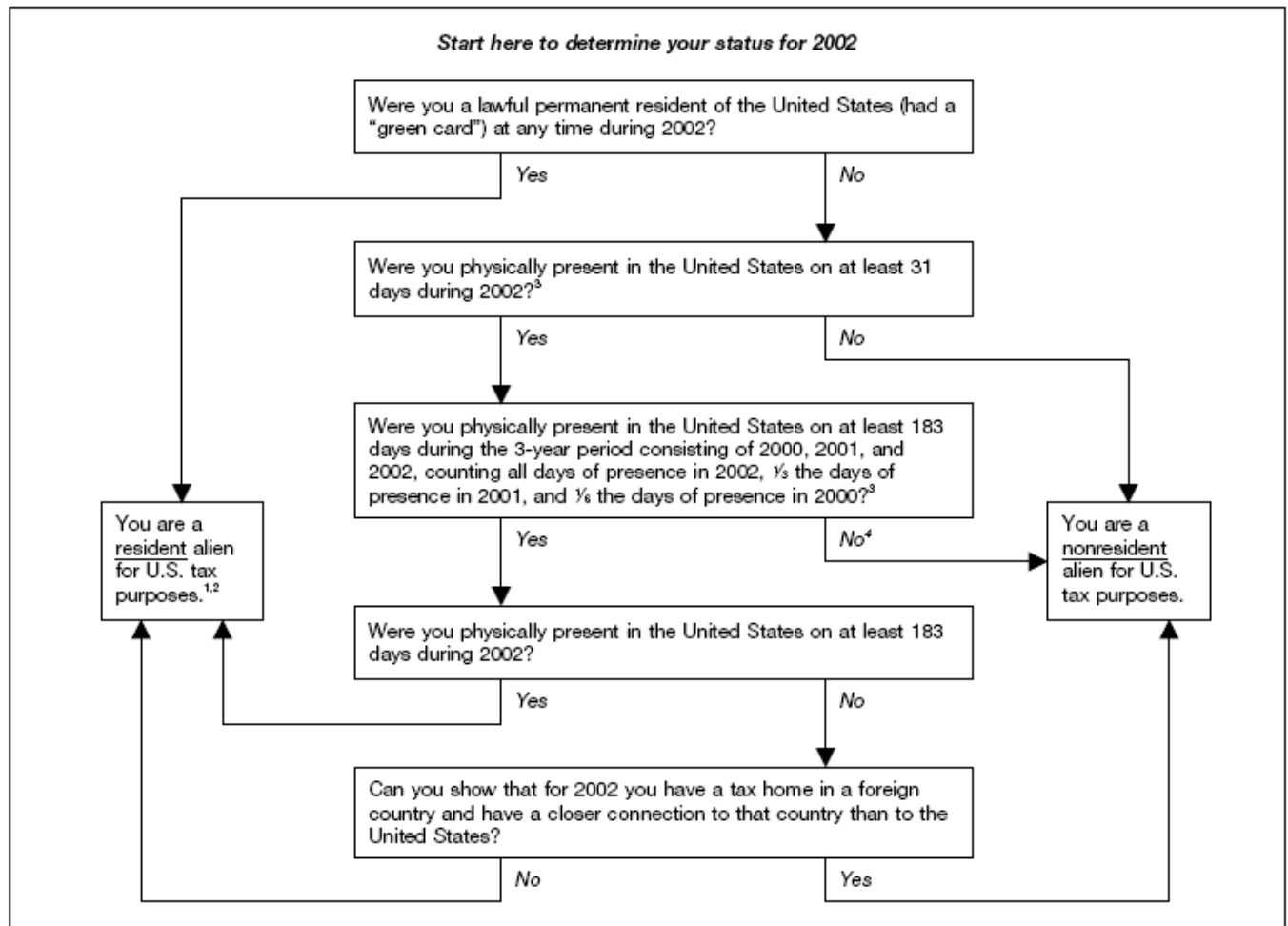
\_\_\_ I have a green card (please attach photocopy) Social Security # \_\_\_\_\_

\_\_\_ I do not have a green card but I am a resident for tax purposes according to the Substantial Presence Test (IRC Section 7701 (b))

I declare under the penalties of perjury that I am a citizen or subject of \_\_\_\_\_; that I was admitted to the United States on or about \_\_\_\_\_, under a \_\_\_\_\_ visa or permit; that I have established residence in the United States; and I understand that my income will be subject to tax under the internal revenue laws applicable to residents of the United States until such time as I may abandon my residence in the United States.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Figure 1-A. Nonresident Alien or Resident Alien?



<sup>1</sup> If this is your first or last year of residency, you may have a dual status for the year. See *Dual-Status Aliens* in chapter 1.

<sup>2</sup> In some circumstances you may still be considered a nonresident alien under an income tax treaty between the U.S. and your country. Check the provisions of the treaty carefully.

<sup>3</sup> See *Days of Presence in the United States* in this chapter for days that do not count as days of presence in the United States.

<sup>4</sup> If you meet the substantial presence test for 2003, you may be able to choose treatment as a U.S. resident alien for part of 2002. For details, see *Substantial Presence Test* under *Resident Aliens* and *First-Year Choice* under *Dual-Status Aliens* in chapter 1.