

REIMBURSEMENT

Please keep all *original* receipts and tickets. Upon return, mail these, together with the appropriate forms, to:

Kathy Boron
Department of Mathematics and Statistics
Lederle Graduate Research Tower
University of Massachusetts
Amherst, MA 01003-9305

email: kathy <at> biochem.umass.edu

Here is the list of required forms:

US CITIZENS/PERMANENT RESIDENTS:

Form UMW-9 <http://www.nlm.gov/ner/about/UMW-9.pdf>

Permanent residents: please write "Permanent resident" on the top margin

FOREIGN NATIONALS/VISA HOLDERS:

B1/ B2 / Visa Waiver for Business/ Visa Waiver for tourism:

Fill out: W8BEN, B Honorarium Certificate
Provide a copy of: passport (with picture and expiration date), visa (if you have one), I94 (if you have one), entry stamps

Note:

- 1) I94 is the white/green card in your passport with an entry stamp on it
- 2) Visitors from Canada do not have I94 - provide a copy of driver's license instead

F Visa

Fill out: W8BEN
Provide a copy of: I-20, passport, visa, I-94, entry stamp.
Prepare: F1 reimbursement letter. It is filled out by your sponsoring institution and shows that it is alright to be reimbursed

J Visa

Fill out: W8BEN
Provide a copy of: DS20-19, passport, visa, I-94, entry stamp
Prepare: J1 reimbursement letter. It is filled out by your sponsoring institution and shows it is alright to be reimbursed.

H Visa

Fill out: W8BEN

Provide a copy of: Passport, visa, I-94, entry stamp.
Prepare: H1 reimbursement letter. It is filled out by the
sponsoring institution and shows it is alright to be reimbursed.

Links to forms:
Form W-8BEN:
<http://www.umass.edu/aco/ap/docs/nra/fw8ben.pdf>

B Honorarium Certificate:
http://www.umass.edu/aco/ap/docs/nra/B_Certificate.doc

Sample reimbursement authorization letters follow.

**SAMPLE LETTER
to be sent by
Sponsoring Institution
for F-1 Visa Holder**

Dear (name of person),

(Name of payee) is working at or sponsored by (name of institution) under a F-1 visa status, which expires (date of expiration).

This letter (authorizes/permits) the University of Massachusetts to reimburse (him/her) for expenses during (his/her) visit to the (name of UMASS Department and dates of attendance).

Sincerely,
(name)
(title)

EMPLOYMENT AUTHORIZATION FOR J-1 RESEARCHER/SCHOLAR

DATE:

NAME OF RESEARCHER:

According to the Code of Federal Regulations, 22 CFR 62.20 (g)(2)(i), authorization is granted to ***, who is the holder of a J-1 Exchange Visitor's visa sponsored by the University of Massachusetts

Amherst, Program P-1-00157, to work as an ** at ** for the period of **.

This employment is directly related to her research here as a visiting scholar in the Department of ** and has been approved by her sponsor, Dr. **.

Sincerely,
Nancy A. Condon
Alternate Responsible Officer
Exchange Visitor Program

REIMBURSEMENT AUTHORIZATION FOR H-1B VISA HOLDER

DATE:

NAME OF EMPLOYEE:

Authorization is granted to ****, who is the holder of an H-1b visa sponsored by ****, to be reimbursed for expenses incurred connected with *****.

Sincerely,
International Programs Office

