Partial minutes from the December Fig Meeting.

International Payments to individuals – Cretia Bunney – Payroll Service, Dan Noble - HRS, Tammi Johnson – IPO Office.

**International payments as employees:** The UI cannot make payments to International individuals who do not have official work visa status. If they will be coming to the UI and expect to be paid as an employee, please make sure that they have their correct information before they arrive. Determining if they are independent or employee when they are here makes it difficult to follow the Federal regulations that we are required to follow.

Human Resources and International Programs Office websites provides additional information and reminders on hiring international employees and students. All employees and students must apply for a Social Security Number. If they do not have a number, but have applied for one through the Social Security Office, the need to bring the receipt to HRS and the correct visa documentation and/or check in information from International Programs Office (IPO). The individual will be allowed to sign up as an employee prior to when the SSN has arrived. There is a strict 60-day timeline for providing the SSN to the University. If not received within the correct period, it may require the individual to stop working.

**Normal Types of Visas:** F1 for students, J1 for students and visiting scholars/researchers/professors, H1B for faculty and staff (can be temporary or permanent), TN – equivalent of an H1B for Mexico and Canadian Citizens.

**F-1** international students must check into the IPO office prior to completing the I-9 or W-8 process.

**J-1** are most common for research and scholar individuals. They may arrive 30 days prior to their start date and can start working immediately. However, they cannot work after their documents have expired. If they are here for a very short period of time or here as a consultant, they may need a different type of visa. Please forward the J-1 visa applications to Tammi Johnson with the necessary paper work and invitation letter that outlines why they are coming to the UI. It should also indicate whether they will be earning income or reimbursed for their expenses while they are here. Tammi issues the visa document for the individuals. The department will need to provide a budget number to send the packet to the individual by FedEx. The individuals are required to pay $180.00 with the application and submit their visa request online after the fee is paid. Depending on their country as to how fast a visa appointment is obtained and the visa paperwork will go through. Normally it takes 3 months, but could be in as little as 2 weeks. Department cost can be minimized to FedEx expenses only.

**H1B** is a work visa for foreign individuals who are faculty or staff and who will most likely be transitioning to a green card. However the H1B can also be used for temporary employees as well. It all depends upon circumstances, country of citizenship, etc. Departments are required to pay the a petition fee of $460, and an antifraud fee of $500. Petitions are taking an extraordinarily long time to be approved, so more than likely premium processing should be paid in the amount of $1,225 as well. The H1B employees receive their salaries through Payroll Services.

If there are any questions, please contact Tammi Johnson at [tammir@uidaho.edu](mailto:tammir@uidaho.edu)

**Reimbursements:** If reimbursing an international for travel expenses – generally if you are reimbursing with receipts there is not a problem and it does not violate any federal laws.

**Honorariums:** J-1 visa holders must have paperwork filed with International Programs to earn that honorarium while a J-1 visa holder at the UI. H1B’s, O-1’s & TN’s cannot receive honorariums.

**Visitor Visas (B1 or B2):** Cannot be paid for earnings, however B-1’s can be reimbursed for associated academic expenses and both B1 and B2’s can be granted academic honorariums – for events or activities that last no longer than 9 days total.

Delora Shoop, Student Accounts: Payments to foreign student can take longer to prepare than other students. If they have a balance on their account, new monies will be applied to their balance first and then payment issued withholding taxes on the amounts they are receiving. There are different types of payments for foreign students who have different rules to follow. If there are any questions on paying foreign students, please contact Delora Shoop at [acctrec@uidaho.edu](mailto:acctrec@uidaho.edu)

Accounts Payable can pay foreign vendors and individuals who clearly meet the Independent Contractor status and have the correct visa status or reimbursements for expenses. Those payments do not require Federal Tax withholdings. All other payments to foreign individuals should be paid as employment or as a payment to a Student.

Just a note: Payments to Canada are required to follow the Federal foreign payment regulations.