

Paying a Foreign National Independent Contractor

The hiring department should use this checklist to make sure all necessary steps have been completed to pay a foreign national. Confirm completion of all steps with Andrea Jackson 828.251.6560 in 209 Phillips Hall.

Name of Foreign National: _____

Title of Activity: _____

Date of Activity: _____

DD-MMM-YYYY

Initial Documentation:

- Completed [Foreign National Information Form](#)

Pre-arrival planning:

- Confirm that payment is allowable based on visa type.
- Finalize the activity details: title of activity; date; time; payment amount and whether travel expenses will be reimbursed.
- Complete a Contract. If you are not using UNC Asheville standard contract, it must be approved by University Council.
- If the individual is an F-1 or J-1 student/scholar/trainee, direct the individual to get permission letter from both home department and International Office (at their sponsoring agency).
- A letter of invitation must be sent to every Foreign National invited to UNC Asheville who will receive payment for services or travel expenses (see details below). Ask your chair to send an invitation letter to communicate the details of the activity with a copy to your dean.

Department completes the following:

- Completed contract and check request (send to Andrea Jackson).
 - Check can be picked up from Accounts Payable when ready or
 - Check should be mailed directly to foreign national's address by Accounts Payable

Letter

The letter should come from the Chair of the department that is sponsoring the activity. The letter should contain the following information:

- Name of the event or activity
- Date of the event
- The amount of any honorarium that will be paid if any
- Whether travel and/or incidental expenses will be reimbursed
- Contact information at the sponsoring department for further information