

Paying a Scholarship or Fellowship to a Foreign National

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 Alexis Levenson (828.251.6609) in 001 Ramsey Library and Robert Straub, (828.251.6998) in Highsmith 245.

Name of Foreign National: _____

Date(s) of Scholarship: _____

DD-MMM-YYYY

Initial Documentation:

- Completed [Foreign National Information Form](#)
- Provide U.S. Social Security Number – If individual has no U.S. Social Security Number see the “*When the individual has arrived on campus*” section below.

Pre-arrival planning:

- Finalize the scholarship details.
- Determine if foreign national is eligible for a tax treaty exemption:
- If no tax number, make an appointment with Robert Straub, rstraub@unca.edu.
- Send award letter to the foreign national with the details of the scholarship.

When the individual has arrived on campus:

- If you do not have a Social Security Number, complete the following:
 - Must complete an application for a [Social Security Number](#)
 - Request a letter from Director of Intl Services or Administrative Assistant – Study Abroad for Social Security office.
 - Go to the Social Security Office with the application, letter, DS2019 or I-20, I-94, Visa and Passport.
 - Bring receipt to Director of Student Accounts located in One Stop
 - If J-1 scholar, make a copy of DS-2019.
 - If F-1 student, make a copy of I-20.
- If eligible for a tax treaty benefit, foreign national completes IRS Form 8233, “Exemption From Withholding on Compensation for Independent (and Certain Dependent) Personal Services of a Nonresident Alien Individual” and appropriate addendum.