

## 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](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

