

**Immigration Vetting for Payment of
Services to Foreign National (FN) Not on
NDSU Payroll**

Questions about this form? Contact (701) 231-8052

IMPORTANT NOTICE: No payment can be remitted without completion of this form. It is highly encouraged to complete this form **before** sending the "[Contracted Services Agreement- Non-Resident Alien](#)" document to your prospective FN service provider – which includes artists and guest lecturers.

Date _____

Information About the NDSU Host Department/Unit

Department Name _____
Host Faculty Member _____
Contact Person _____
Contact's Email _____
Contact's Phone# _____

Dates Foreign National will spend at NDSU

From _____ To _____

Clearly describe the proposed activities of the Foreign National. Also indicate whether travel expenses will be reimbursed.

Is the Foreign National currently inside the United States? ☐ YES ☐ NO

- [NDSU Policy on Honoraria \(Policy 152\)](#)
- Do you give us permission to contact your guest so that we may assess their eligibility for payment of an academic honorarium according to their planned US immigration status? ☐ YES ☐ NO

Foreign National's Name: _____

Email address: _____

Please forward this form to ndsuiimmigration@ndsui.edu

Export Controls Administrator☐ Visual Compliance Completed☐ Approved ☐ Denied

Comments: _____

(printed name)_____
(electronic/original signature)_____
(date)**Faculty Immigration Services**

- ☐ The Foreign National is eligible to receive an academic honorarium per the INA § 212(q) [5/6/9 rule](#) – no more than 5 institutions visited within 6 months, and no more than 9 days at any single institution.

Comments: _____

(printed name)_____
(electronic/original signature)_____
(date)