University of Mississippi

The Office of International Programs • 331 Martindale • University, MS 38677 • USA
Jay Lewis, International Programs Advisor – jlewis@olemiss.edu
http://www.international.olemiss.edu
P: (662) 915-7404 • F: (662) 915-7486

Form 13-S: Supplement to HR Form 13

To Pay For Personal Services of International Lecturers, Consultants, and Independent Contractors

WHO CAN BE PAID BY UM AS A CONSULTANT/ INDEPENDENT CONTRACTOR

The University of Mississippi encourages the free exchange of ideas and knowledge through the hosting of visiting lecturers and performers. When hosting an international guest lecturer or contractor who will perform services within the United States, the University of Mississippi is limited by very specific regulations from the Department of Homeland Security and the Department of Labor regarding payment and honoraria.

PERMANENT RESIDENTS, PENDING PERMANENT RESIDENTS, ASYLEES, AND REFUGEES

Pending Permanent Residents (i.e. Parolees), Asylees, and Refugees may work if they have a valid Employment Authorization Documentation such as an EAD Card. To pay the Permanent Resident, Pending Permanent Resident, Asylee, or Refugee, the hosting Department must complete a Form 13 "Paying for Personal Services of Consultants/Independent Contractor" with Human Resources. *The international visiting lecturer or contractor must provide a copy of the Permanent Residency Card (Green Card) or an EAD Card if they are a Pending Permanent Resident, Asylee, or Refugee. The international visiting lecturer or contractor must also provide photocopies of their main passport page, I-94 Card (the white card in the passport which should be next to the visa) and complete the Form 13-S for the Office of International Programs.*

VISITOR'S VISA: B-1/B-2 AND WB/WT VISA WAIVERS

It is possible to pay visiting lecturers and contractors who are in the United States on what is commonly called a Visitor's Visa. The University can pay a Visitor's Visa-holder both an honorarium and reimburse for incidental expenses such as travel, meals, and hotel stay as long as their service to the University of Mississippi lasts no longer than 9 total days <u>and</u> as long as the Visitor's Visa-holder has not accepted honoraria and/or reimbursements for incidental expenses from more than four institutions of higher education, nonprofit organizations affiliated with higher education institutions, or governmental organizations in the last 6 month period.

If the international lecturer or contractor is on either a B-1 or WB Visa and has received honoraria or reimbursements for expenses from more than four institutions or nonprofits within the previous 6 month period, then the international guest worker is only eligible to be reimbursed for incidental expenses such as travel, meals, and hotel. The University of Mississippi cannot pay any additional fees or honoraria for B-1 or WB Visitor's Visa-holders in this situation.

International lecturers and contractors on B-2 or WT Visas who have received honoraria or reimbursements for expenses from more than four institutions or nonprofits within the previous 6 month period cannot receive any form of reimbursement or honoraria from the University of Mississippi.

To process payment for anyone on a Visitor's Visa, the hosting Department must complete a Form 13 "Paying for Personal Services of Consultants/Independent Contractor" with Human Resources. The international lecturer or contractor must complete the Form 13-S and make photocopies of the main passport page, I-94 Card (the card in the passport which should be next to the visa), and/or the B-1/B-2 Visa

University of Mississippi

The Office of International Programs • 331 Martindale • University, MS 38677 • USA
Jay Lewis, International Programs Advisor – jlewis@olemiss.edu
http://www.international.olemiss.edu
P: (662) 915-7404 • F: (662) 915-7486

(WB/WT will not have a visa page). Both the Form 13-S and the photocopies of visa documents should be submitted to the Office of International Programs.

University of Mississippi

The Office of International Programs • 331 Martindale • University, MS 38677 • USA
Jay Lewis, International Programs Advisor – jlewis@olemiss.edu
http://www.international.olemiss.edu
P: (662) 915-7404 • F: (662) 915-7486

Form 13-S: Supplement to HR Form 13

To Pay For Personal Services of International Lecturers, Consultants, and Independent Contractors

F-1 OPTIONAL PRACTICAL TRAINING

In general, there are few restrictions for payment to someone who is on an F-1 Visa with Optional Practical Training (OPT) authorization and has a valid EAD Employment Authorization Card. Since OPT authorization is based on the F-1 Visa-holder's degree, the main requirement for someone on OPT is that the work at the University of Mississippi must be directly related to their major area of study.

To pay the F-1 Visa-holder, the hosting Department must complete a Form 13 "Paying for Personal Services of Consultants/Independent Contractor" with Human Resources. OPT Holders can be paid both honoraria and/or be reimbursed for incidental expenses such as travel, hotel, and food.

The only requirement for the F-1 Visa-holder with OPT is to provide a copy of their EAD Employment Authorization Card, their main passport page, I-94 Card (the white card in the passport which should be next to the visa), F-1 Visa page, and the first and third pages of their I-20. The F-1 Visa-holder must also complete the Form 13-S for the Office of International Programs.

F-1 CURRICULAR PRACTICAL TRAINING

Curricular Practical Training (CPT) for F-1 Students is employment- and employer-specific. CPT authorization is intended to allow F-1 Students to have the opportunity to pursue paid internships directly related to their major. To pay an F-1 Student who has Curricular Practical Training authorization, their work at the University of Mississippi must be directly related to their major area of study, and their I-20 must be authorized for CPT by their home university (indicated on the 3rd page of the F-1 Student's I-20 document).

To pay the F-1 Visa-holder who is on Curricular Practical Training, the hosting Department must complete a Form 13 "Paying for Personal Services of Consultants/Independent Contractor" with Human Resources. CPT Holders can be paid both honoraria and/or be reimbursed for incidental expenses such as travel, hotel, and food.

The only requirement for the F-1 Visa-holder with CPT Authorization is to provide photocopies of their main passport page, I-94 Card (the white card in the passport which should be next to the visa), F-1 Visa page, and the first and third pages of their I-20 which shows the CPT Authorization. The F-1 Visa-holder with CPT must also complete the Form 13-S for the Office of International Programs.

University of Mississippi

The Office of International Programs • 331 Martindale • University, MS 38677 • USA
Jay Lewis, International Programs Advisor – jlewis@olemiss.edu
http://www.international.olemiss.edu
P: (662) 915-7404 • F: (662) 915-7486

Form 13-S: Supplement to HR Form 13

To Pay For Personal Services of International Lecturers, Consultants, and Independent Contractors

J-1 RESEARCH SCHOLARS AND PROFESSORS

J-1 Research Scholars and Professors from other institutions may participate in occasional lectures and short-term consultations at the University of Mississippi, but they must have the permission of their J-program sponsor to perform any service to the university. Such lectures and consultations must be incidental to the exchange visitor's primary program activities. If wages or other remunerations are received by the exchange visitor for such activities, the exchange visitor must act as an independent contractor. [22CFR 514.20(g)] This means, that for the University of Mississippi to pay J-1 Research Scholar or Professor, their work at the University of Mississippi must be directly related to the research or teaching field listed on their DS-2019 document and they must have authorization from their university's international office before performing any work for the University of Mississippi.

To pay the J-1 Research Scholar or Professor, the hosting Department must complete a Form 13 "Paying for Personal Services of Consultants/Independent Contractor" with Human Resources. J-1 Research Scholars and Professors who have their J-program sponsor's approval can be paid both honoraria and/or be reimbursed for incidental expenses such as travel, hotel, and food.

The only requirement for the J-1 Research Scholar or Professor is to provide a letter from their J-program sponsor authorizing their work for the University of Mississippi and to provide photocopies of their main passport page, I-94 Card (the white card in the passport which should be next to the visa), J-1 Visa page, and their DS-2019. The J-1 Research Scholar or Professor must also complete the Form 13-S for the Office of International Programs.

J-1 STUDENTS ON ACADEMIC TRAINING

Academic Training Authorization for J-1 Students is very strict and is employment- and employer-specific. Academic Training authorization is authorized based on the J-1 student's field of study and is intended to allow J-1 Students to have the opportunity to pursue paid internships or training directly related to their major. To pay an J-1 Student who has Academic Training authorization, their work at the University of Mississippi must be directly related to their major area of study, and their DS-2019 must be authorized for Academic Training by their home university.

To pay the J-1 Visa-holder who is on Academic Training, the hosting Department must complete a Form 13 "Paying for Personal Services of Consultants/Independent Contractor" with Human Resources. J-1 Students can be paid both honoraria and/or be reimbursed for incidental expenses such as travel, hotel, and food.

The only requirement for the J-1 Student with Academic Training authorization is to provide a letter from their J-program sponsor authorizing their work for the University of Mississippi and to provide photocopies of their main passport page, I-94 Card (the white card in the passport which should be next to the visa), J-1 Visa page, and their DS-2019. The J-1 Student must also complete the Form 13-S for the Office of International Programs.

University of Mississippi

The Office of International Programs • 331 Martindale • University, MS 38677 • USA
Jay Lewis, International Programs Advisor – jlewis@olemiss.edu
http://www.international.olemiss.edu
P: (662) 915-7404 • F: (662) 915-7486

Form 13-S: Supplement to HR Form 13

To Pay For Personal Services of International Lecturers, Consultants, and Independent Contractors

H-1B, O-1, AND TN HOLDERS

If the international lecturer or contractor is on an H-1B, O-1, or TN Visa, the University of Mississippi cannot pay any honoraria. The University can only reimburse the H-1B, O-1, or TN holder for eligible incidental expenses such as travel, meals, and hotel.

To process payment for anyone on an H-1B, O-1, or TN, the hosting Department must complete a Form 13 "Paying for Personal Services of Consultants/Independent Contractor" with Human Resources.

The H-1B, O-1, or TN holder must complete the Form 13-S and make photocopies of their H-1B, O-1, or TN I-797 approval notice, their main passport page, the I-94 Card (the white card in the passport which should be next to the visa), and the H-1B, O-1, or TN Visa if available (many H-1B, O-1, and TN workers may not have a visa in their passport). Both the Form 13-S and the photocopies of visa documents should be submitted to the Office of International Programs.

OTHER VISA TYPES

Please contact the Office of International Programs if the international employee holds a visa-type not listed above.

University of Mississippi

The Office of International Programs • 331 Martindale • University, MS 38677 • USA
Jay Lewis, International Programs Advisor – jlewis@olemiss.edu
http://www.international.olemiss.edu
P: (662) 915-7404 • F: (662) 915-7486

Form 13-S: Supplement to HR Form 13

To Pay For Personal Services of International Lecturers, Consultants, and Independent Contractors

Return to the Office of International Programs

TO BE COMPLETED BY INTERNATIONAL LECTURER, CONSULTANT, OR INDEPENDENT CONTRACTOR

NAME AND CONTACT INFORMATION:

Full Name (as it appears in your passport): _____

Family Name (Surname) Given Name (First) Middle Name (if any)

Social Security Number/ITIN: _____ Gender: _____

E-mail Address: _____ Phone Number: _____

NATURE OF WORK TO BE PERFORMED FOR THE UNIVERSITY OF MISSISSIPPI:

Purpose of Work: _____

UM Academic Department Which Will Host You: _____

Department Contact's Name: _____ Contact's Email Address: _____

Dates of Intended Work for the University of Mississippi: _____ through _____
(Month/ Day/ Year) (Month/ Day/ Year)

VISA INFORMATION – PLEASE INDICATE YOUR VISA-TYPE BY CHECKING THE APPROPRIATE BOX:

☐ U.S. Permanent Resident (Green Card Holder)

☐ Refugee, Asylee, or Pending Permanent Resident with EAD Card

☐ B1/B2 or WB/WT Visitor's Visa Holder.
► Have your received honoraria/reimbursement for lectures or consultation work in the US more than 4 times in previous 6 months? ☐ **Yes OR** ☐ **No**

► F-1 Student: ☐ **F-1 Student on Optional Practical Training (OPT) OR** ☐ **F-1 Student on Curricular Practical Training (CPT)**

► J-1 Visa Holder: ☐ **J-1 Research Scholar or Professor OR** ☐ **J-1 Student on Academic Training**

☐ H-1B, O-1, or TN

☐ Other Visa-type or Employment Eligibility. Please list Visa-type: _____

REQUIRED DOCUMENTATION TO BE SUBMITTED WITH FORM 13-S

- Copy of Passport Identification Pages
- Copy of I-94 Card (The white card in the passport which should be next to the visa page. Indicates date of entry to the U.S. and Visa Type)
- Copy of current/ most recent Visa Stamp
- Copy of Permanent Residency Card **(For Permanent Residents/ Green Card Holders ONLY)**
- Copy of Employment Authorization Document EAD Card **(For Asylees, Refugees, Pending Permanent Residents, and F-1 OPT Holders ONLY)**
- Copy of I-20 with OPT/CPT Authorization **(For F-1 Students ONLY)**
- Copy of DS-2019 and Employment Authorization Letter from J-1 Sponsor **(For J-1 Research Scholars, Professors, and Students ONLY)**
- Copy of I-797 Approval Notice **(For H-1B, O-1, and TN Visa Holder ONLY. Note: Canadian TN Holders may not have I-797 Approval Notice)**

Signature of International Lecturer/Consultant/Contractor: _____ **Date:** _____

University of Mississippi

The Office of International Programs • 331 Martindale • University, MS 38677 • USA
Jay Lewis, International Programs Advisor – jlewis@olemiss.edu
http://www.international.olemiss.edu
P: (662) 915-7404 • F: (662) 915-7486

FOR OFFICE OF INTERNATIONAL PROGRAMS USE ONLY

Approved by: _____ **Date:** _____