



CONSOLIDATED INTERNATIONAL VISITOR QUESTIONNAIRE
FOREIGN VISITOR QUESTIONNAIRE (FVQ) & INDEPENDENT CONTRACTOR QUESTIONNAIRE (ICQ)

If possible, please type your answers on-screen rather than handwriting responses

Full Name (First/Middle/Last)	
Gender	
Full Address Outside USA	
Full Address Inside USA (if any)	
Phone Number(s)	
E-mail Address	
Dates you will visit TTUHSC)	FROM _____ TO _____
US issued EIN, SSN or ITIN (If none, write "NONE")	
Are you a US Citizen or Permanent Resident?	NO YES. IF "YES" STOP HERE.
Foreign Business Tax Identification Number (Foreign Businesses Only)	
Country of citizenship (list all countries where you hold citizenship please)	
Country of Birth	
Country of Last Tax Residence	
Current visa status in USA or visa status you expect to have when you arrive in the USA	
Purpose of visit to TTUHSC	
TTUHSC Department you will visit	
Type of payment you expect to receive from TTUHSC: NONE, No Payment Expected _____ Clinical or Research Participant _____ Consultant Fee _____ Copyright Royalty _____ Industrial Royalty _____ Honorarium _____ Amount, if known: \$____ Travel Costs Reimbursement _____ Speaker Fee _____ Travel Award _____ Living Expenses or Maintenance Payment _____ Performance Fee _____ Prize or Award _____ Other Payment _____ Explain _____	

TTUHSC Host/Department Contact Name	
TTUHSC Department Contact Email Address	@ttuhsc.edu
Medical Students Please provide the name of your medical school and year of study	
Visitors in F-1 or J-1 status, please provide The date you first entered the USA	
<u>All Visitors</u> Length of all Visits to USA in Last Five (5) Years (Total number of DAYS in each year)	Current Year ____ Visa Status ____ Initial Entry Date _____ Prior Year #1 ____ Visa Status ____ Prior Year #2 ____ Visa Status ____ Prior Year #3 ____ Visa Status ____ Prior Year #4 ____ Visa Status ____ Prior Year #5 ____ Visa Status ____
Visitors who will receive an HONORARIUM payment Have you, or will you have, received an HONORARIUM payment from any US institution or entity within the six (6) months prior to your visit to TTUHSC? How many US institutions provided (or will provide) an HONORARIUM payment within the six (6) months?	____ YES, I received ____ honorarium payments ____ NO, I have received no honorarium payments ____ YES, ____ Institutions or entities provided an honorarium payment ____ NO, I have received no honorarium payments
TTUHSC has my permission to retrieve my I-94 from the <u>online CBP website</u> .	____ YES ____ NO, I WILL PROVIDE THE I-94 MYSELF
If I receive a payment from TTUHSC that requires the institution to provide me with tax document, Form 1042-S, I agree to accept the Form 1042-S electronically and be notified via email:	____ YES ____ NO

Visitor/Vendor Signature: _____

Date: _____

PLEASE READ THE IMPORTANT INFORMATION ON THE FOLLOWING PAGE
AND FOLLOW THE INSTRUCTIONS FOR RETURNING THIS QUESTIONNAIRE TO TTUHSC



INDEPENDENT CONTRACTOR QUESTIONNAIRE

Name of Business or Individual: _____
If Business, Name of Owner(s): _____
SSN/ITIN or R# of Individual/Business Owner: _____ Date(s) of Service: _____
Total Contract Amount: \$ _____

**Travel expenditures authorized by the dept. must have original travel receipts and be submitted within 60 days of travel for nontaxable reimbursement.*

YES NO

1. Are you a U.S. Citizen or Permanent Resident Alien?
2. Are you a current employee or have you been a Texas Tech University System, Texas Tech University, Health Sciences Center, or Health Sciences Center El Paso ("TTUS") employee during the past twelve months?
If you answered "yes" the Tax Office will contact the department for further information. The service may require payment through Payroll & Tax Services.
3. Do you plan to become a TTUS employee within the next 12 months?
4. Do you receive restriction, supervision, or control from TTUS other than conveyance of the scope of services desired? (e.g., Does TTUS impose restrictions on what supplies to purchase, what tools to use, what order to follow, or control over the processes of the service?)
5. Are you being trained by TTUS to perform the job/services for which you are receiving compensation? (e.g. does TTUS train you, provide instruction manual, determine processes, or provide explicit instruction?)
6. Are you required to perform the services personally? (e.g., cannot delegate the job to others)
7. Does TTUS hire, supervise, and pay assistants to help you with the services provided?
8. Are the services being provided to TTUS on a continuing (frequent or long-term) basis?
9. Do you have the ability to negotiate a mutually agreeable work time and/or date (work schedule)?
10. Have you provided similar services to other unrelated entities OR to the public as a trade or business?
11. Will compensation be paid on an hourly, weekly, monthly, or other regular basis?
12. Does TTUS provide the tools, materials, and supplies necessary to complete the work?
13. Can TTUS discharge you for reasons other than non-performance of the contract?
14. Could you face potential financial loss or liability if contract terms are not met?

I HEREBY CERTIFY THE ABOVE INFORMATION TO BE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I ACKNOWLEDGE THAT I AM RESPONSIBLE FOR THE PAYMENT DIRECTLY TO THE INTERNAL REVENUE SERVICE FOR ANY TAXES THAT MAY BE APPLICABLE TO THIS INDEPENDENT CONTRACTOR PAYMENT.

Signature of Business Owner/Individual

Date

Financial Manager/Contract Administrator Signature

Date

IF APPROVED, THIS PAYMENT DOES NOT CONSTITUTE AN EMPLOYER-EMPLOYEE RELATIONSHIP.

Payroll & Tax Services

Date

IMPORTANT INFORMATION – PLEASE READ

 **All Visitors Receiving Travel Reimbursement** - Receipts are required so please remember to keep all receipts related to your travel.

Canadian Citizens

Visitors entering as Canadian citizens (without a visa or visa status), must provide the following document(s)

- Passport biographical data page

Visitors with Visas or Visa Status (except Canadians)

Visitors entering with a visa or a visa status must provide the following documents

- Passport biographical data page
- Last visa stamp (if applicable)
- I-94, if already in the USA. If not in the USA yet, please provide I-94 upon arrival at TTUHSC. I-94 is an electronic admission document available at <https://i94.cbp.dhs.gov/i94/#/home> .

Visa Waiver Program (ESTA) Entrants

Visitors entering using the Visa Waiver Program must provide the following document(s)

- Passport biographical data page
- ESTA approval notice
- **Copy of passport page with “WB” or “WT” stamp (given by CBP on admission)**

J-1 Exchange Visitors

J-1 exchange visitors must have preapproval from their sponsor (ARO or RO) prior to coming to TTUHSC. No payments of any kind can be issued without written approval from the J-1 sponsor. Please forward the approval letter directly to IES at IES@ttuhsc.edu. We can be reached by telephone at (806) 743-2865.

Please submit the completed FVQ to International Employment Services (IES) by clicking the button below:

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Thank You! We look forward to your visit!