The University of Mississippi

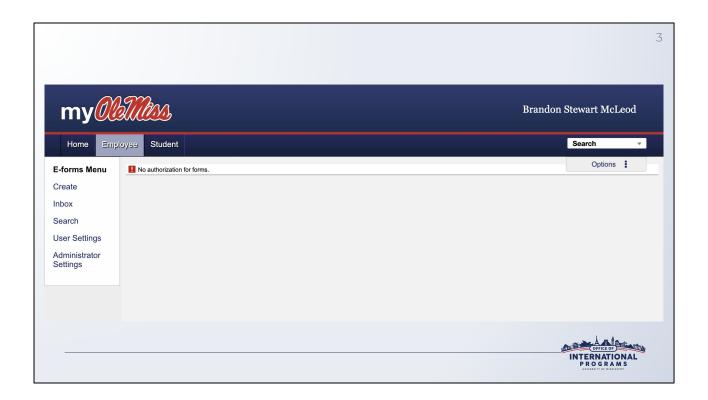


Payment to Noncitizens

Form 13-S



The Form 13-S is the supplement to the HR eForm 13 (HR13). And just to give some clarity regarding my role in this process, This is what I see when I try to access eforms.



show image) That's right, I don't have access to any eForms.

This means that I cannot update you about the status of a form 13 submission. I cannot forward a form 13 submission or do any action related to the actual form 13

Form 13-S: Supplement to	HR Form 13 To pay for Personal Service o	4
INTERNATIONAL FROGRAMS Return this form to the Office of Internations		
To Be Completed By International Lecturer, Consultan		
Name and Contact Information	n	
Full name:		
(as it appears in your passport) Family name (surname)	Given (first) name Middle name (if any)	
Email Address Phone Number	Gender	
Street Address		
City State/Province	Country and Postal Code	
Nature of the Work to be Performed for The Unit	,	
Purpose of the work	UM Academic Department	
	through	
Department Contact Name Department Contact Email	Dates of Intended Employment	
Visa Information: Please Indicate Your Visa Type By Ch		
□ U.S. Permanent Resident (Green Card Holder)	➤ F-1 Student on:	
Refugee, Asylee, or Pending Permanent Resident with EAD Card	OPT (Optional Practical Training)	
□ B1/B2 or WB/WT or ESTA Visitor's Visa Holder	CPT (Curricular Practical Training)	
➤ Have you received your honoraria/ reimbursement for lextures or consultation work in the US more than 4 times in the previous 6 months? No	➤ J-1 Visa Holder: □ J-1 Research Scholar or Professor □ J-1 Student on Academic	
Other Visa type or Employment Eligibility, Please list visa type:	Training □ H-1B, O-1, or TN	
REQUIRED Documentation to be Submitted		
Copy of Passport Identification Pages Copy of I-20 with OPT/CPT Authorization (F-1 Students only)	☐ Copy of DS-2019 and Employment Authorization letter from J-1 Sponsor (For J-1s only)	
□ Current/most recent visa stamp Copy of EAD (Employment Authorization Document; for Authorization Document; for Asylees, Refugees, Pending Permanent Residents, and F-1 OFT bolders only.	□ Copy of I-797 Approval Notice (For H-1B, O-1, and TN Visa holders only, Note: Canadian TN Holders may not have I-797 Approval Notice.	
Signature of International Lecturer/Consultant/ Contractor:	Date:	
FOR OFFICE OF INTERNATIONAL PROGR.	MS USE ONLY	
Approved by: Form 13-S updated 10 December 2011	Date:	
Office of International Programs 331 Martindale Brandon S. McLeod University, MS 96907 USA	www.international.clemiss.edu scholar@olemiss.edu bsmcleod@olemiss.edu	A LAIDE
Firm 13-S updated 10 December 2011 Office of International Programs 331 Martindale	www.international.olemiss.edu	INTERNATIONAL PROGRAMS

What I do have some control over is the form 13-s. (show image) By the way, the form available from the HR website is currently out of date. I have notified HR of the issue and they have let me know they will be fixing it asap.

Who needs it?



The purpose of the Form 13-S is to ensure that the University is compliant with all applicable regulations from the Department of Labor and the Department of Homeland Security. Any non-citizen who will receive payment and the sponsoring department needs to complete the form.

Non-citizens includes a fairly wide range of visa types, each of which has its own unique restrictions. So, let's break down the main visa types, what they can and cannot receive money for, and what I need to process their form.

All Form 13-S submissions require

- ☐ Copy of the Passport Information Page
- Copy of the I-94







Before I get into the types, let me say that every single visa type must include an I-94 arrival record and a copy of their passport information page for processing. As such, I won't list those are required documents.

7

Reimbursement is allowed.



Additionally, all of these types can receive reimbursement for normal travel expenses including lodging, food, and transportation.

Visa Types



Permanent Resdients

(and similar)



PR and Similar Includes

- U.S. Permanent Residents
- Parolees (pending permanent residents)
- Asylees
- Refugees



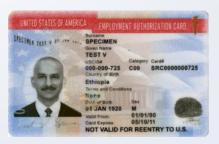
Starting with the easiest: U.S. Permanent Residents. This group also includes parolees (i.e. those who are in the permanent residency process but have not yet gained permanent residency), asylees, and refugees.

People in these categories may all receive payment from the university. There are really no significant restrictions on the types or duration of the activities.

11

PR and Similar: What I need

- Copy of the EAD or
- Copy of the permanent residency card







Apart from the previously mentioned required documents, I'll need a copy of either their EAD (Employment Authorization Document) Card or their permanent residency card. The card must be valid. If, by chance, it is expired, they will need to submit proof of a filed extension.

12

Visitors



Visitors Includes

- B-1/B-2
- WB/WT
- ESTA
- ☐ Those who do not require visas
 - Canada & Bermuda*

* Some restrictions apply



This group includes those on B-1/B-2, WB/WT visa waiver recipients, ESTA, and visitors that don't require visas.

There are a lot of acronyms here so this is what they mean:
B-1: Business, B-2: Tourist, WB and WT are both visa Waiver: one for business one for tourist, ESTA stands for the Electronic System for Travel Authorization and is actually the same things a visa waiver, and those that don't require visas would be Canadians and citizens of Bermuda *some restrictions apply.

What can visitors do and what do they need?

- Visiting lecturers or contractors
- Can receive honoraria if:
 - Service does not exceed 9 days
 - They have not received more than 4 honoraria in the previous six months
- The only need to provide the standard documents



Visitors may be here as visiting lectures or contractors. They can receive honoraria so long as their service to the University does not exceed nine days and if they have not received more than 4 honoraria/reimbursements in the previous six months (e.g. on a speaking tour).

Visitors will not have work cards, and will only need to show the standard required documents.



F-1 Students

- CPT
 - ☐ Form I-20
- OPT
 - Form I-20 + EAD
- Can receive honoraria if they have work authorization



This category seems to cause the most consternation for departments. F-1 is the standard visa type for international students. Many times departments wish to assist non-UM students in attending conferences here or invite them to participate in training camps (with financial support). This can be done, but the students must have work authorization. For students, there are two types of work authorization available: CPT and OPT.

CPT stands for Curricular Practical Training and is generally akin to an internship. This takes place during their program of study and they must apply for it through their international student advisor at their home university. With CPT, the student will be able to show their work authorization on their form I-20. CPT authorization is employer and worksite specific. So, if UM isn't listed on the I-20, then they are not eligible.

OPT stands for Optional Practical Training and can take place either during or after a student's degree program.

Post-completion OPT is by far the most common type.

Students on OPT will have an EAD and can use that to show work authorization. To receive an EAD, they must apply through both their international student advisor and USCIS.

While the student's I-20 will show OPT approval, it is very unlikely to show the University as an employer.

Both CPT and OPT students, in addition to the standard required documents, will need to provide copies of their I-20s and, for those on OPT, their EADs.

J-1 (Exchange Visitors)



Exchange Visitor Categories

- Research Scholar
- Professor
- Specialist
- Short-term Scholar
- Students on Academic Training
- Dependents



J-1 is for Exchange Visitors. These fall into several categories including: Research Scholar, Professor, Specialist, Short-term scholar, Students on Academic Training, and dependents. The first ones are very common and similar to one another, so I'll briefly touch on the fourth category, students on academic training.

Academic training is a benefit granted to J-1 students who are in or have recently completed a degree program. If the student will be working here regularly, then they should be processed through HR and not via a form 13/S. If they will be one/two time lecturers, consultants, or contractors, then a 13/s will need to be processed.

What can Exchange Visitors do and what do they need?

- May received honoraria and remuneration if
 - Program sponsor has already approved the activity
- Form DS-2019
- Letter from their Program Sponsor



J-1s may receive honoraria and remuneration so long as with the form 13-S we are provided a letter from their program sponsor explicitly stating that they are approved to work at the university, in a specific capacity, for a specific duration of time. Additionally, they will provide copies of their DS-2019s as well as the standard documents. J-1s will not have EADs.

J-2 Dependents

- ☐ No restrictions on employment
- Must have a valid EAD



J-2s, the dependents of J-1s, however, do get EADs and may receive honoraria and remuneration. They do not require a letter from their program sponsor.

H-1B, O-1, and TN



Who are they, what can they do?

- □ H-1B
- O-1
- TN
- Not much
 - Employer and worksite specific



Three three visa types are all temporary employment visas. H-1B is the standard "specialty occupation" visa that the university uses for most faculty positions. O-1 is for someone of outstanding ability that has demonstrated sustained national or international notoriety in their field of study. TN stands for Treaty NAFTA. It is also required to be a specialty occupation.

All three of these visa types are employer and worksite specific. As such, unless the university files for concurrent employment, then they cannot work here in any capacity. They are only eligible for reimbursement of eligible incidental expenses as described previously.

What do they need?

- Approval notice
 - TNs may not have one
- □ I-94?



For reimbursement, in order to process the form 13-s, we will need a copy of the Approval Notice (TNs may not have this) plust the standard documents. For these individuals, the I-94 may actually be their approval notice if they have not traveled outside the US since receiving it.

Others



The quick version is, if they are a visa type not discussed here (and on the form), then we'll have to examine the situation more carefully and make an individual determination.

Processing the form



Direct Number Gender	To Do Consoluted Do Inc	Return this form to the Office of Internationa		and Independent Contractors Page 4	
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PROCESS calls blacks only Permonent Recions, us F-1 Flatform may not have 1-777 Approval Notice.		Authorization Document; for	☐ Copy of I-797 Appro-	al Notice (For H-1B, O-1,	
Signature of International Lecturer-Consultant' Contractor: Date: FOR OFFICE OF INTERNATIONAL PROGRAMS USE ONLY Date: From 13-4 optional 10 December 2018 To not 15-4 optional 10 December 2018 To not 15-4 optional 10 December 2018 To not international december 2019 Wew.International clients and	(PR/Green Card holders only)	Permanent Residents, and F-1	Holders may not ha	ve I-797 Approval Notice.	
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From 1.1-5 updated 10 December 2018 Tion of International Programs 331 Martinidale www.international priess actu		ICE OF INTERNATIONAL PROGRA			
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andon S. McLeod University, MS 36607 USA scholar@olemiss.edu bsmcleod@olemiss.edu	Office of International Programs	331 Martindale		www.international.olemiss.edu	
	Brandon S. McLeod	University, MS 36607 USA	scholar@olemis	s.edu bsmcleod@olemiss.edu	

First of all, please use the new form. The previous version of the form had a space for SSn. That was an unnecessary item and for privacy purposes it has been removed.

Form 13-S: Supplement to HR Form 13 Tense Completed By Internations 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 (urname) Find name: (as it appears in your passport) Family name (urname) Form 13-S: Supplement to HR Form 13 Tense Consultant, Or Independent Contractor Name and Contact Information Full name: (as it appears in your passport) Family name (urname) Form (first) name Middle name (if any) Street Address City Street Address City State/Province Country and Postal Code Visa Information: Please Indicate Your Visa Type By Checking The Appropriate Box Visa Information: Please Indicate Your Visa Type By Checking The Appropriate Box U.S. Permanent Resident (Green Card Holder) U.S. Permanent Resident (Green Card Holder) Plant State (Green Card Holder) Plant Holder: Plant Hol				
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Before sending me this document, please ensure that: The scholar has completed the entire "Name and Contact Information" section of the form as well as the visa history portion.

		28
Nature of the Work to be Performed for The University of M	lississippi	
Purpose of the work	UM Academic Department	
	through	
Department Contact Name Department Contact Email Visa Information: Please Indicate Your Visa Type By Checking The.	Dates of Intended Employment	
		OFFICE OF THE PROGRAMS

The department (or scholar) has completed the entire work portion of the form. The duration and purpose of the activity must be explicitly stated in the work portion of the form or it cannot be processed.

				30
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Copy of Passport Identification Pages Copy of I-94 Current/most recent visa stamp Copy of Permanent Residency Card (PR/Green Card holders only)	IRED Documentation to be Submitted Copy of I-20 with OPT/CPT Authorization (F-1 Students only) Copy of EAD (Employment Authorization Document; for A sylees, Refugees, Pending Permanent Residents, and F-1 OPT holders only.	with Ferm 13-8 ☐ Copy of DS-2019 and Employment Authorization letter from J-1 Sponsor (For J-1s only) ☐ Copy of F-797. Approval Notice (For H-1B, O-1, and TN Visa holders only, Note: Canadian Holders may not have 1-797 Approval Notice.		
Signature of International Lecturer/Consu		Date:		
			INTERNATIONAL PROGRAMS	

Please ensure that all required documentation has been submitted. Apart from the I-94, all of the required documents can be gathered before the scholar sets foot in the U.S. I highly recommend trying to get as much information as possible from the scholar before they come to UM. Finally, please ensure that it has been signed by the scholar.

One thing to note: If it is for reimbursement only, please be sure that is clearly indicated somewhere on the form.

Remember that the Form 13-S is the supplement to the eForm HR13. If you do not submit the eform HR13, there is nothing I can do that will help you. Remember too, I can't even see that form. Once you have submitted the form 13-s to me, I will evaluate the content of the sheet along with the supporting documents and make a determination. If approved, I will

submit an copy of the form to Human Resources, Procurement Services, and to the departmental contact noted on the form.

At that point, my role in the process is complete.

Last Year



\" T		FAD	B1/B2,			F-1				11.45		T. (-1)
Visa Type → Department □	U.S. Perm.	EAD (other)	WB/WT, or ESTA		F-1 CPT	(reimbursment only)		J-2 EAD	J-1 Student	H-1B, O-1, or TN	Other	Total by department
Athletics			1									1
Chemical Engineering	***************************************							1				1
Chemistry and						1						1
CSSC			1									1
English	2		3		1		1					7
Gertrude Ford Center											1	1
History			2									2
Math			4			12						16
Medieval Studies							1					1
Music			1				1					2
NCNPR	1		8									9
Total by visa type	3	0	20	0	1	13	3	1	0	0	1	42

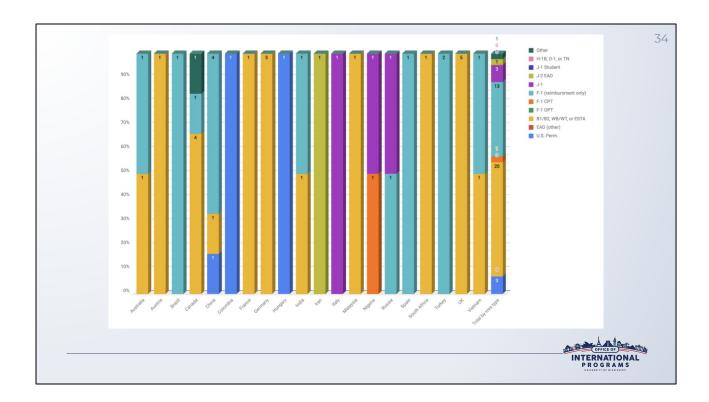
As you can see we had 42 total Form 13-S processed last year for 11 different departments. The most common visa type was for visitors followed by F-1 students receiving reimbursement only.



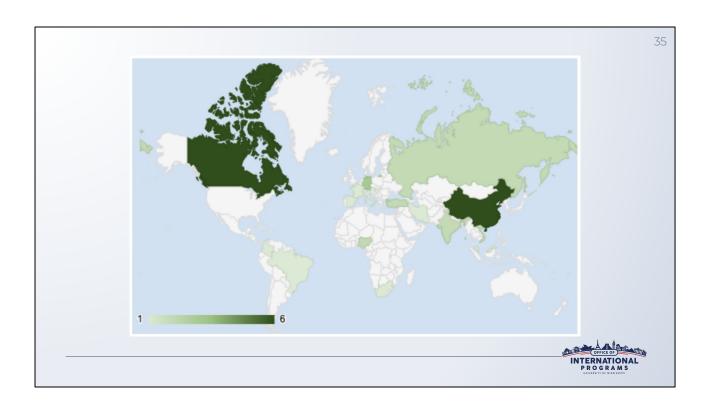
Math brought in the highest number at 16. Here you can see the proportions for visa type by department.

Visa Type → Country ☐	U.S. Perm.		B1/B2, WB/WT, or ESTA		F-1 CPT	F-1 (reimbursment only)		J-2 EAD	J-1 Student	H-1B, O-1, or TN	Other	Total by country
Australia			1			1						2
Austria			1									1
Brazil						1						1
Canada			4			1					1	6
China	1		1			4						6
Colombia	1											1
France			1									1
Germany			3									3
Hungary	1											1
India			1			1						2
Iran								1				1
Italy							1					1
Malaysia			1									1
Nigeria					1		1					2
Russia						1	1					2
Spain						1						1
South Africa			1									1
Turkey						2						2
UK			5									5
Vietnam			1			1						2
Total by visa type	3	0	20	0	1	13	3	1	0	0	1	42

We also have it broken down by country. With Canada and China tying for the most (6).



And proportion of visa type by country.



And just for the visual effect, here's a density map of where they came from.

Questions?

