

The University of Mississippi

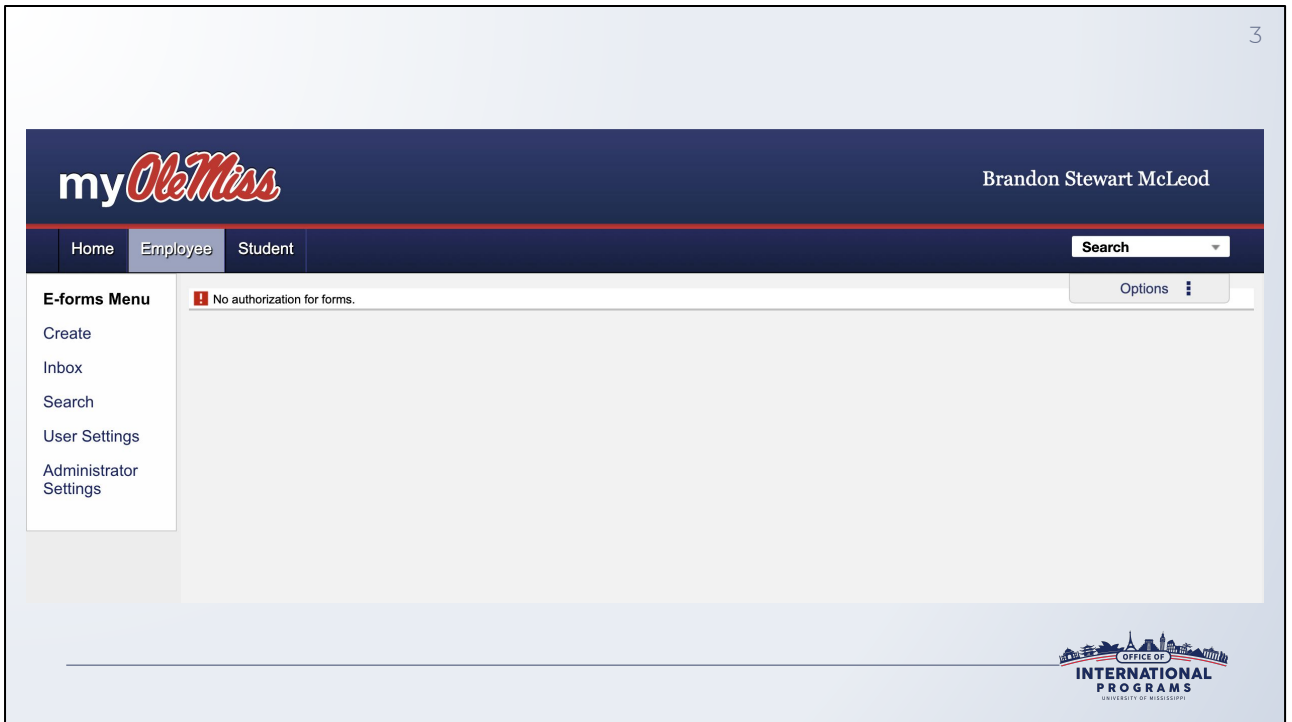


Payment to Noncitizens

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

Return this form to the Office of International Programs

To pay for Personal Service of International Lecturers, Consultants, and Independent Contractors

Page 1

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 (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 University of Mississippi

Purpose of the work: _____ U/M Academic Department: _____
 through _____

Department Contact Name: _____ Department Contact Email: _____ Dates of Intended Employment: _____

Visa Information: Please Indicate Your Visa Type By Checking The Appropriate Box

☐ 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/ ☐ Yes ☐ J-1 Visa Holder: _____
 reimbursement for lectures or ☐ No ☐ J-1 Research Scholar or Professor
 consultation work in the US more ☐ No ☐ J-1 Student on Academic
 than 4 times in the previous 6 months? ☐ No Training

☐ Other Visa type or Employment ☐ H-1B, O-1, or TN
 Eligibility. Please list visa type: _____

REQUIRED Documentation to be Submitted with Form 13-S

☐ Copy of Passport Identification Pages ☐ Copy of I-20 with OPT/CPT ☐ Copy of DS-2019 and Employment Authorization ☐ Copy of DS-2019 and Employment Authorization
☐ Copy of I-94 Authorization (F-1 Students only) letter from J-1 Sponsor (For J-1s only)
☐ Current/recent recent visa stamp ☐ Copy of EAD (Employment ☐ Copy of I-797 Approval Notice (For H-1B, O-1, ☐ Copy of I-797 Approval Notice (For H-1B, O-1,
☐ Copy of Permanent Residency Card Authorization Document; for and TN Visa holders only. Note: Canadian TN and TN Visa holders only. Note: Canadian TN
 (P/R/Green Card holders only) ☐ Asylees, Refugees, Pending Holders may not have I-797 Approval Notice.
 Permanent Residents, and F-1 OPT holders only.

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

FOR OFFICE OF INTERNATIONAL PROGRAMS USE ONLY

Approved by: _____ Date: _____

Form 13-S updated 10 December 2018

Office of International Programs 331 Martin Drive www.international.clemis.edu
 Brandon S. McLeod University, MS 39607 USA scholar@clemis.edu | bsmcled@olemiss.edu



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.

Reimbursement
is
allowed.



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

Visa Types

Permanent Residents (and similar)

PR and Similar Includes

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

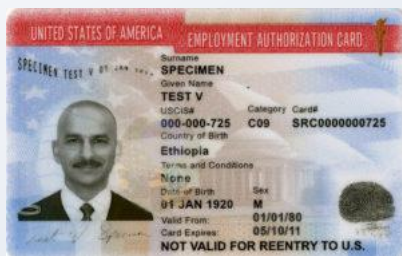


Starting with the easiest: U.S. Permanent Residents. This group also includes parolees (i.e. those who are in the permanent residency process but have not yet gained permanent residency), asylees, and refugees.

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.

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.

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 thing as 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

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 receive 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 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) plus 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

Form 13-S: Supplement to HR Form 13

Return this form to the Office of International Programs

To pay for Personal Service of International Lecturers, Consultants, and Independent Contractors

Page 4

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 (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 University of Mississippi

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 Checking The Appropriate Box

<input type="checkbox"/> U.S. Permanent Resident (Green Card Holder) <input type="checkbox"/> Refugee, Asylee, or Pending Permanent Resident with EAD Card <input type="checkbox"/> B1/B2 or WB/WT or ESTA Visitor's Visa Holder > Have you received your honoraria/ reimbursement for lectures or consultation work in the US more than 4 times in the previous 6 months? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other Visa type or Employment Eligibility. Please list visa type: _____	> F-1 Student on: <input type="checkbox"/> OPT (Optional Practical Training) <input type="checkbox"/> CPT (Curricular Practical Training) > J-1 Visa Holder: <input type="checkbox"/> J-1 Research Scholar or Professor <input type="checkbox"/> J-1 Student on Academic Training <input type="checkbox"/> H-1B, O-1, or TN
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REQUIRED Documentation to be Submitted with Form 13-S

<input type="checkbox"/> Copy of Passport Identification Pages <input type="checkbox"/> Copy of I-94 <input type="checkbox"/> Current/most recent visa stamp <input type="checkbox"/> Copy of Permanent Residency Card (PR/Green Card holders only)	<input type="checkbox"/> Copy of I-20 with OPT/CPT Authorization (F-1 Students only) <input type="checkbox"/> Copy of EAD (Employment Authorization Document; for Asylees, Refugees, Pending Permanent Residents, and F-1 OPT holders only)	<input type="checkbox"/> Copy of DS-2019 and Employment Authorization letter from J-1 Sponsor (For J-1s only) <input type="checkbox"/> 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.
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Signature of International Lecturer/Consultant/ Contractor: _____ Date: _____

FOR OFFICE OF INTERNATIONAL PROGRAMS USE ONLY

Approved by: _____ Date: _____

Form 13-S updated 10 December 2018

Office of International Programs
 Brandon S. McLeod

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 University, MS 38607 USA

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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.

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Form 13-S: Supplement to HR Form 13
Return this form to the Office of International Programs

To pay for Personal Service of
International Lecturers, Consultants,
and Independent Contractors

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 (first) name Middle name (if any)

Email Address Phone Number Gender

Street Address

City State/Province Country and Postal Code

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 or ESTA Visitor's Visa Holder

☐ Have you received your honoraria/
 reimbursement for lectures or
 consultation work in the US more
 than 4 times in the previous 6 months?

☐ Yes ☐ No

☐ Other Visa type or Employment
 Eligibility. Please list visa type:

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

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

☐ H-1B, O-1, or TN

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.

Nature of the Work to be Performed for The University of Mississippi		
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 Checking The Appropriate Box		



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.

REQUIRED Documentation to be Submitted with Form 13-S:		
<input type="checkbox"/> Copy of Passport Identification Pages	<input type="checkbox"/> Copy of I-20 with OPT/CPT Authorization (F-1 Students only)	<input type="checkbox"/> Copy of DS-2019 and Employment Authorization letter from J-1 Sponsor (For J-1s only)
<input type="checkbox"/> Copy of I-94		
<input type="checkbox"/> Current/most recent visa stamp	<input type="checkbox"/> Copy of EAD (Employment Authorization Document; for Asylees, Refugees, Pending Permanent Residents, and F-1 OPT holders only)	<input type="checkbox"/> 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.
<input type="checkbox"/> Copy of Permanent Residency Card (PR/Green Card holders only)		
Signature of International Lecturer/Consultant/ Contractor: _____		Date: _____



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.

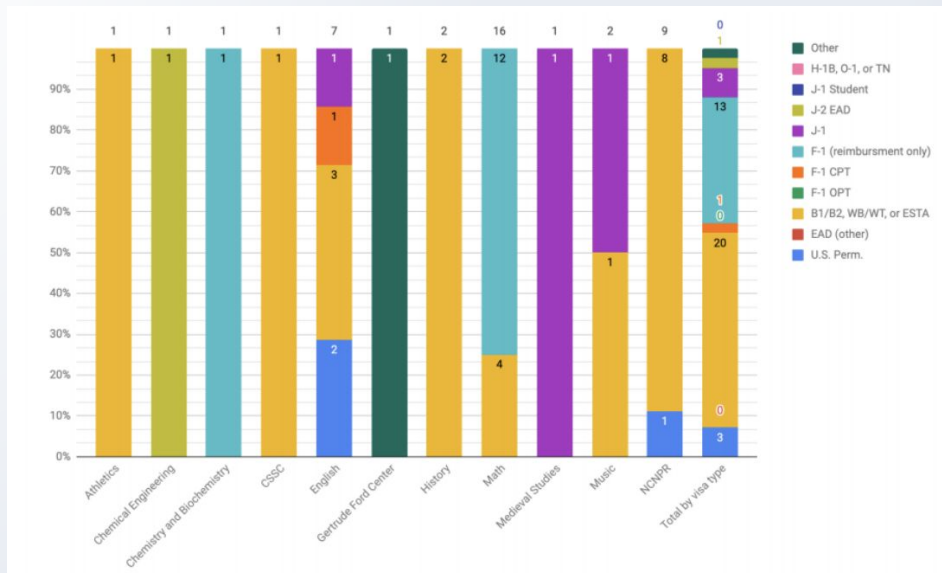
Remember that the Form 13-S is the supplement to the eForm HR13. If you do not submit the eform HR13, there is nothing I can do that will help you. Remember too, I can't even see that form. Once you have submitted the form 13-s to me, I will evaluate the content of the sheet along with the supporting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

Visa Type → Department ▾	U.S. Perm.	EAD (other)	B1/B2, WB/WT, or ESTA	F-1 OPT	F-1 CPT	F-1 (reimbursment only)	J-1	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 CSSC			1			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	0	1	42

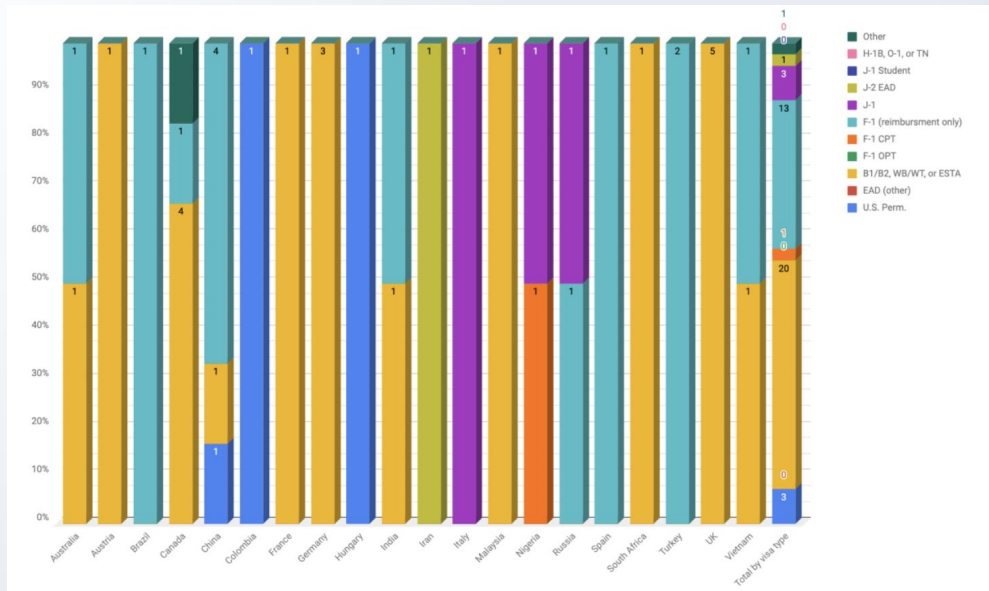
As you can see we had 42 total Form 13-S processed last year for 11 different departments. The most common visa type was for visitors followed by F-1 students receiving reimbursement only.



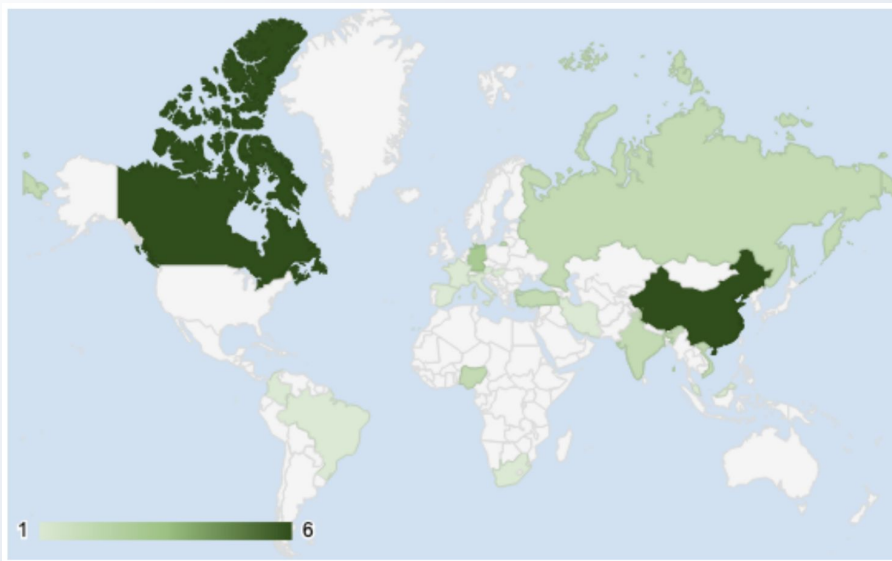
Math brought in the highest number at 16. Here you can see the proportions for visa type by department.

Visa Type → Country ↴	U.S. Perm.	EAD (other)	B1/B2, WB/WT, or ESTA	F-1 OPT	F-1 CPT	F-1 (reimbursement only)	J-1	J-2	EAD Student	J-1 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?