



University of Maryland

Office of the Comptroller, Payroll Services 1101-L Chesapeake Building, College Park, MD 20742-3121
301-405-5665; Fax: 301-405-8685

Nonresident Alien (NRA) FELLOWSHIP Request for Payment Form

NRA FELLOWS are paid in a separate Agency Code (360292) [for UMCP].

You must submit this NRA Fellowship Request for Payment Form and all required documentation together for the fellowship payment to be processed.

	<i>Please Print Clearly</i>	Required Documentation:
SSN/ITIN/Student ID:		●Glacier Packet
UID:		●W-4 Form
First Name:		●W-8BEN Form (if claiming a tax treaty)
Last Name:		●Copy of VISA
Check Distribution Code #:		●Copy of I-94
VISA Type:		●Copy of I-20 <u>OR</u> copy of DS-2019 <u>OR</u> document to support current VISA status
Country of Residence		
First Date of Entry for Current VISA Type:		
Pay Period # to Receive Fellowship:		
Amount to be Paid this Pay:		
START Date:		
END Date:		
Regular Bi-weekly Amount:		
Account #:		
TOTAL Amount to be Paid:		
Unit Name:		
Approver's Name:		
Approver's Signature:		
Approver's Telephone #:		
Approver's Email Address:		
Date Paperwork Submitted to Payroll:		

NOTES:

(1) If the FELLOW is using a temporary number and is to be paid via Payroll, the individual must OBTAIN A PERMANENT SSN as soon as possible. When he/she has the permanent SSN, submit a change request to PHR by emailing payroll@umd.edu.

The SSN change request email should include: individual's name, UID, Temp # and permanent SSN.

(2) Once the permanent SSN is in PHR, submit a new (original) W4 Form; the word "**FELLOW**" must be clearly marked in red on the top of the new W4 Form; and (if claiming tax treaty benefits) submit a W-8BEN form.

(3) If all other required documents are on file in Payroll, simply submit the new W-4 Form

(4) If an individual is **both** a FELLOW **and** has an assistantship, submit one W-4 Form (marked "**FELLOW**," Agency code 360292) and a W-8BEN Form (if claiming a tax treaty) **and** a second original W-4 Form (Agency code 360222) for the assistantship;