



Immigration Document Chart

INFORMATION REQUESTED	CONFIRMING DOCUMENTATION
Last Name	Passport, visa, Form I-94
First Name	“
Middle Name	“
SSN	SSA Card
ITIN	IRS Letter or ITIN card
Student/faculty ID#	ID Card
DOB	Passport, visa, national ID card
US local street address	Lease, utility bill, US driver’s permit, internal info from school (if student is housed on school property)
Foreign residence address	National ID card
Country/ies of citizenship	Passport, national ID card
Country that issued passport	Passport
Passport #	Passport
Visa #	Visa (should be visa used upon admission)
Have you ever had another immigration status in the US?	Notice of Action approving change of status (if alien has not departed); copy of previously issued Form I-94
Current immigration status	Unexpired Form I-94
If Visitor for business	Options: I-94 endorsed B-1 I-94 endorsed WB (green) No I-94 (Canadian citizen) Border Crossing Card (indicate port and date of entry)
If Visitor for pleasure	Options: I-94 endorsed B-2 I-94 endorsed WT (green) No I-94 (Canadian citizen) Border Crossing Card (indicate port and date of entry)
If J-1, provide subtype	DS-2019
Primary purpose activity	Form I-94 (determinable from immigration status) except: H-1B may be (I-129 petition): <ul style="list-style-type: none"> • Professor • Teacher • Researcher • Medical trainee • Other temporary employment J-1 Alien Physician may be: <ul style="list-style-type: none"> • Medical trainee • Physician
Date entered the US for this activity	I-94 (or attestation if alien has traveled since original I-94 was issued)

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Start date of immigration status	I-94 (or attestation if alien has traveled since original I-94 was issued)
End date of immigration status primary activity	I-94, I-20, I-797, or DS-2019
Honorarium Payments	B visitor documentation (above); J-1 Professor or Researcher from another institution, letter describing activity and letter from RO authorizing payment
B Recipients of Honorarium Payments	Individual attestation regarding compliance for last 6 months
Usual Academic Activity?	Host of honorarium activity must make this attestation (contract or letter may suffice)
What level student	School records provide or confirm this (coordination necessary)
Spouse in US?	Unexpired I-94 of spouse
# dependents (in US)?	Unexpired Forms I-94 of dependents
For consultants: do you have an office in the US?	Individual's business card J-1 Exchange Visitors from another institution with RO's letter of authorization have a fixed base
Country of residence if different from foreign residence address	Copy of pertinent information from last tax submission
US presence for last 3 calendar years, including immigration status, J-1 subtype, primary activity, etc. Individuals in an exempt individual category in the 3 calendar years need to provide calendar years in F, J, M, or Q status. J status must include category, Student or Nonstudent	Since most individuals would not have documentation from prior visits, they must provide this information under penalties of perjury on your forms. The information they provide must be consistent with information provided to other institutional offices such as HR, Admissions, etc.
Have you ever taken treaty benefits	Copy of past Form 8233 or W-8 BEN or information provided under penalties of perjury.

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