## Check List for Nonresident Alien Independent Contractors/Guest Speakers/Participants

<table>
<thead>
<tr>
<th>Name of the Nonresident Alien</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date(s) of the Engagement</td>
<td></td>
</tr>
<tr>
<td>Inviting Faculty</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td></td>
</tr>
</tbody>
</table>

Email nra@unr.edu for a FNIS account

- Provided first name, last name, and email address
- Provided the inviting faculty and department information

**Obtained**

- Signed and dated FNIS data sheet
- Passport - Bio page
- Passport - Entry stamp page
- Passport - Visa Stamp, not applicable to Canadian citizens or individuals on WB or WT
- I-94 - Front
- I-94 - Back
- No I-94 - Attached the Electronic System for Travel Authorization (ESTA) approval page

**Obtained visa specific documents**

- A visa: Written permission from the State Department's Protocol Division and USCIS
- B visa: UNR Honorarium Statement
- F visa: I-20, pages 1 and 3
- F visa: EAD card, if applicable
- G visa: Written permission from the State Department's Protocol Division and USCIS
- H visa: I-797
- J visa: Prior written approval from the individual's RO/ARO

**Fully completed Independent Contractor Agreement or Guest Speaker Payment Request form**

Or, **Fully completed Participant Support Payment Request form**

- Independent Contractor Agreement form number
- Guest Speaker Payment Request form number
- Participant Support Payment Request form number