



**CONSOLIDATED INTERNATIONAL VISITOR QUESTIONNAIRE**  
FOREIGN VISITOR QUESTIONNAIRE (FVQ) & INDEPENDENT CONTRACTOR QUESTIONNAIRE (ICQ)

If possible, please type your answers on-screen rather than handwriting responses

Full Name (First/Middle/Last)	
Gender	
Full Address Outside USA	
Full Address Inside USA (if any)	
Phone Number(s)	
E-mail Address	
Dates you will visit TTUHSC)	FROM _____ TO _____
US issued EIN, SSN or ITIN (If none, write "NONE")	
Are you a US Citizen or Permanent Resident?	NO YES. IF "YES" STOP HERE.
Foreign Business Tax Identification Number (Foreign Businesses Only)	
Country of citizenship (list all countries where you hold citizenship please)	
Country of Birth	
Country of Last Tax Residence	
Current visa status in USA or visa status you expect to have when you arrive in the USA	
Purpose of visit to TTUHSC	
TTUHSC Department you will visit	
Type of payment you expect to receive from TTUHSC:	
NONE, No Payment Expected	___
Clinical or Research Participant	___
Consultant Fee	___
Copyright Royalty	___
Industrial Royalty	___
Honorarium	___ Amount, if known: \$___
Travel Costs Reimbursement	___
Speaker Fee	___
Travel Award	___
Living Expenses or Maintenance Payment	___
Performance Fee	___
Prize or Award	___
Other Payment	___ Explain _____





## INDEPENDENT CONTRACTOR QUESTIONNAIRE

Name of Business or Individual: \_\_\_\_\_  
If Business, Name of Owner(s): \_\_\_\_\_  
SSN/ITIN or R# of Individual/Business Owner: \_\_\_\_\_ Date(s) of Service: \_\_\_\_\_  
Total Contract Amount: \$ \_\_\_\_\_

*\*Travel expenditures authorized by the dept. must have original travel receipts and be submitted within 60 days of travel for nontaxable reimbursement.*

YES NO

1. Are you a U.S. Citizen or Permanent Resident Alien?
2. Are you a current employee or have you been a Texas Tech University System, Texas Tech University, Health Sciences Center, or Health Sciences Center El Paso ("TTUS") employee during the past twelve months?  
**If you answered "yes" the Tax Office will contact the department for further information. The service may require payment through Payroll & Tax Services.**
3. Do you plan to become a TTUS employee within the next 12 months?
4. Do you receive restriction, supervision, or control from TTUS other than conveyance of the scope of services desired? (e.g., Does TTUS impose restrictions on what supplies to purchase, what tools to use, what order to follow, or control over the processes of the service?)
5. Are you being trained by TTUS to perform the job/services for which you are receiving compensation? (e.g. does TTUS train you, provide instruction manual, determine processes, or provide explicit instruction?)
6. Are you required to perform the services personally? (e.g., cannot delegate the job to others)
7. Does TTUS hire, supervise, and pay assistants to help you with the services provided?
8. Are the services being provided to TTUS on a continuing (frequent or long-term) basis?
9. Do you have the ability to negotiate a mutually agreeable work time and/or date (work schedule)?
10. Have you provided similar services to other unrelated entities OR to the public as a trade or business?
11. Will compensation be paid on an hourly, weekly, monthly, or other regular basis?
12. Does TTUS provide the tools, materials, and supplies necessary to complete the work?
13. Can TTUS discharge you for reasons other than non-performance of the contract?
14. Could you face potential financial loss or liability if contract terms are not met?

I HEREBY CERTIFY THE ABOVE INFORMATION TO BE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I ACKNOWLEDGE THAT I AM RESPONSIBLE FOR THE PAYMENT DIRECTLY TO THE INTERNAL REVENUE SERVICE FOR ANY TAXES THAT MAY BE APPLICABLE TO THIS INDEPENDENT CONTRACTOR PAYMENT.

\_\_\_\_\_  
Signature of Business Owner/Individual

\_\_\_\_\_  
Date

\_\_\_\_\_  
Financial Manager/Contract Administrator Signature

\_\_\_\_\_  
Date

*IF APPROVED, THIS PAYMENT DOES NOT CONSTITUTE AN EMPLOYER-EMPLOYEE RELATIONSHIP.*

\_\_\_\_\_  
Payroll & Tax Services

\_\_\_\_\_  
Date

## **IMPORTANT INFORMATION – PLEASE READ**

 **All Visitors Receiving Travel Reimbursement** - Receipts are required so please remember to keep all receipts related to your travel.

### **Canadian Citizens**

Visitors entering as Canadian citizens (without a visa or visa status), must provide the following document(s)

- Passport biographical data page

### **Visitors with Visas or Visa Status (except Canadians)**

Visitors entering with a visa or a visa status must provide the following documents

- Passport biographical data page
- Last visa stamp (if applicable)
- I-94, if already in the USA. If not in the USA yet, please provide I-94 upon arrival at TTUHSC. I-94 is an electronic admission document available at <https://i94.cbp.dhs.gov/i94/#/home> .

### **Visa Waiver Program (ESTA) Entrants**

Visitors entering using the Visa Waiver Program must provide the following document(s)

- Passport biographical data page
- ESTA approval notice
- **Copy of passport page with “WB” or “WT” stamp (given by CBP on admission)**

### **J-1 Exchange Visitors**

J-1 exchange visitors must have preapproval from their sponsor (ARO or RO) prior to coming to TTUHSC. No payments of any kind can be issued without written approval from the J-1 sponsor. Please forward the approval letter directly to IES at [IES@ttuhsc.edu](mailto:IES@ttuhsc.edu). We can be reached by telephone at (806) 743-2865.

**Please submit the completed FVQ to International Employment Services (IES) by clicking the button below:**

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**Thank You! We look forward to your visit!**