Can I pay a foreign guest or speaker?

When a foreign guest or speaker is identified, but before a department invites them, please use the following decision tree to determine if they can be paid.

**Determine U.S. Tax Residency:** Is the individual a U.S. citizen or green card holder?

- Yes: Individual is a “Domestic Supplier”
  - Follow onboarding procedures for a “Domestic Supplier”

- No: Individual is a “Foreign Supplier”

**Where is the guest located while performing the services?**

- Inside the U.S.
  - Identify the type of payment from: "Legal-to-Pay Guidelines"
  - Send invitation letter to guest that includes template language

- Outside the U.S.
  - Follow onboarding procedures for a “foreign supplier” performing services outside the U.S.

**Identify the type of payment from: “Legal-to-Pay Guidelines”**

**Send invitation letter to guest that includes template language**

**Based on the “Legal-to-Pay Guidelines,” is their visa type allowed to receive payment for the services they are performing?**

- No: Guest is not permitted to perform services for Princeton, and cannot be onboarded or paid.

- Yes: Does guest require specific approval from their visa sponsor before performing services for Princeton? See “Legal-to-Pay Guidelines”

**Does guest require specific approval from their visa sponsor before performing services for Princeton?**

- No: Follow onboarding procedures for a “foreign supplier” performing services in the U.S.

- Yes: Send email to guest requesting proof of approval and documentation cited on “Legal-to-Pay Guidelines”

**Send email to guest requesting proof of approval and documentation cited on “Legal-to-Pay Guidelines”**

**Did guest provide supporting documentation from sponsor?**

- No: Guest is not permitted to perform services for Princeton, and cannot be onboarded or paid.

- Yes: Follow onboarding procedures for a “foreign supplier” performing services in the U.S.
(a) **Template language for invitation letters:** Please incorporate the following language into your department’s invitation letter to any foreign guest or speaker you are inviting to Princeton.

All non-U.S. citizens or non-U.S. permanent residents must have authorization under their U.S. visa status to provide services at Princeton. This invitation is contingent on having that authorization and meeting all of your U.S. visa requirements. This includes providing proof of your visa type and the required authorization to perform these services for Princeton. You will not be permitted to be onboarded, provide services, or be paid, if it is not authorized under your U.S. visa status.

**Website Links:**

1. Procedures for onboarding domestic suppliers
2. Procedures for onboarding foreign suppliers
3. Legal-to-pay guidelines