



Vendor Questionnaire - Foreign

IMPORTANT: The Vendor Questionnaire - Foreign must be completed before you can be paid.

Purpose of this form (Check One): Add as a New Vendor Update existing entry

SECTION 1: GENERAL INFORMATION

Are you currently conducting business with a NMSU dept? Yes-Dept Name _____ No. Do NOT continue to fill out this form. Please see our Online Bidding System to view Procurement Opportunities: <https://nmsu.ionwave.net/Login.aspx>

Foreign Entity's Legal Name:

Entity Name: _____

Tax ID Number (TIN): _____

Foreign Individuals Legal Name:

Last Name: _____ First Name: _____

Individual Taxpayer ID Number (ITIN): _____

Foreign Taxpayer ID Number (FTIN): _____

Social Security Number (SSN): _____

Date of Birth: _____

Local Street Address: Remit To

Street: _____

City: _____

State: _____ Zip: _____

Telephone #: _____ E-Mail: _____

Foreign Residence Address: Remit To

Street: _____

Province/Region: _____ Postal Code: _____

Foreign Country: _____

SECTION 2: FOREIGN ENTITY TYPES

Individual Sole Proprietor Corp. Partnership Government Agency Not-For-Profit

SECTION 3: Answer the following questions with respect to the goods and services to be provided to NMSU.

1. Will the proposed services be performed in the United States? _____

2. Describe the services that you will be providing to NMSU. _____

3. Describe any NMSU owned property or equipment that will be utilized in performance of the proposed services. _____

4. Describe any training that NMSU will be providing you. _____

5. Describe any specific instructions or set order of work that NMSU will be providing that you must follow to provide services. _____

6. Describe any special skills that are required to perform the services. _____

7. Who sets the work hours that you will be required to follow? _____

8. Are these services related to an ongoing or continual relationship? If yes, please explain. _____

9. Please list any other public entity that you provide same or similar services. _____

10. In providing these services, does your business realize a profit or loss? _____

11. How are your costs billed to NMSU? i.e. hourly, salary, by the job? _____

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SECTION 4: INCOME TYPE

- Materials/Goods
 Rents/Royalties
 Scholarship/Fellowship
 Prizes/Awards
 Personal Services
 Travel
 Other

SECTION 5: CITIZENSHIP & PASSPORT INFORMATION - (If not a Foreign Individual, go to section 8)

Country of Citizenship: _____ Country Issuing Passport: _____
 Passport #: _____ Expiration Date: _____
 U.S. Visa #: _____ U.S. Visa Expiration Date: _____

SECTION 6: IMMIGRATION STATUS

- U.S. Immigrant /Permanent Resident
 F-1 Student
 B-1 Business Visitor
 H-1
 VWB Visa Waiver for Business
 Other
 J-1 Exchange Visitor (Select Category Below)

J-1 Select Category (Check one):

- Student
 Professor
 Research Scholar
 Short Term Scholar
 Other

Primary Purpose of Visit (Check only one):

- Studying Degree Program
 Studying - Non-Degree Program
 Teaching
 Lecturing
 Observing
 Consulting
 Conducting Research
 Demonstrating Special Skills
 Training
 Clinical Activities
 Temporary Employment
 Other

1. What is the actual date you entered the United States: _____ (Month/Day/Year)
2. What is the **START Date** of your immigration status for this primary activity: _____ (Month/Day/Year)
3. What is the projected **END Date** of your immigration status primary activity: _____ (Month/Day/Year)
4. Will you perform a "usual academic activity" that is for the benefit of the University? Yes No
5. Will the academic activity last longer than nine days? Yes No
6. Have you accepted such payment or expenses from more than five institutions in the previous six-month period? Yes No
7. Do you/will have an office (fixed base) in the U.S.? Yes No
 If yes, how many days in this tax year did you/will have an office? _____ Days

SECTION 7: SUBSTANTIAL PRESENCE TEST

Please list all other U.S. Visa activity in **Last Three Calendar Years** (List all visits to the USA):

Date of Entry	Date of Exit	Visa Immigration Status	J-1 Subtype (if applicable)	Primary Activity	Have you taken any treaty benefits?
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No

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SECTION 8: CERTIFICATION

By signing this form, the signee certifies the statements above and agrees to New Mexico State University's terms and conditions. Terms and conditions are available online at <http://purchasing.nmsu.edu> or a hard copy can be requested by contacting Procurement Services. If you do not agree with NMSU's terms and conditions please attach documentation with the proposed change. Failure to agree to NMSU's terms and conditions may affect consideration of becoming a vendor, NMSU being the sole judge of this determination. Signing this form does not entitle vendor a preferred vendor status. Information on this form is used to set up a vendor in NMSU's purchasing system and will not automatically make you eligible for online bidding system. To register for our online bidding system you will need to visit our website <http://purchasing.nmsu.edu/automated-bid-system/>.

I acknowledge that NMSU policy calls for issuance of an official NMSU purchase order signed by an authorized individual for all purchases except those accomplished with a NMSU procurement card prior to a purchase being made. Failure to obtain an NMSU purchase order prior to supplying goods or services may result in either delay of payment or non-payment.

I hereby certify that all of the above information is COMPLETE, TRUE and CORRECT. I understand that if my status changes from that which I have indicated on this form, I must submit a new Vendor Questionnaire - Foreign to Procurement Services.

REQUIRED DOCUMENTS: - SUBMIT THE FOLLOWING WITH THIS FORM:

1. Completed IRS tax form:
 - W-8BEN – (Foreign Individual)
 - W-8BEN-E – (Foreign Entity)
 - W-8EXP – (Foreign Government/Organization)
 - W-8ECI – (Effectively Connected Income)
2. Form 8233 (Foreign Individual Only)
3. Passport(s) photo - (Foreign Individual Only)
4. U.S. Visa Copy - (Foreign Individual Only)
5. I-94 - (Foreign Individual Only)
6. For Permanent Residents - only copy of permanent resident card is required

Return To: NMSU Procurement Services
Fax: 575-646-3736
E-mail: vendors@nmsu.edu (Preferred)
Questions: NMSU Treasury Services
Phone: 575-646-4154 Email: treassvcs@nmsu.edu

Signature: _____ Today's Date: _____