

Procedures for Scholarship/Fellowship Payment to a Foreign National

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|  | **What to Do** | **Who** | **How to Do It** |
| 1 | Prepare a Direct Pay Request (DPR), a Scholarship Award Letter, and a Foreign National Information Form (FNIF). | Departmental Business Office | * SCHOLARSHIP (defined): *An amount paid to, or for the benefit of, a student, whether an undergraduate or graduate, to aid such individual in pursuing his studies.*
* FELLOWSHIP (defined): *An amount paid or allowed to, or for the benefit of, an individual to aid him in the pursuit of study or research.*
* Complete a **Direct Pay Request (DPR)**. The DPR should be processed for Student Accounts (Section 1) and not in the student’s name. The UNC Charlotte ID for Student Accounts is 800367010.
* Complete a **Scholarship Letter**. This letter is a tab in the DPR excel workbook.
* Complete a **Foreign National Information Form (FNIF)**. The student version should only be used for UNC Charlotte students. All others should use the visitor version of this form.
* Send **DPR, Scholarship Letter,** and **FNIF** to the Complex Payments Group.

[***http://finance.uncc.edu/Forms/FormsHome.html***](http://finance.uncc.edu/Forms/FormsHome.html) |
| 2 | Receive and review documents and forward along as appropriate.  | Complex Payments Group | * Receive documents and review for completeness.
* If necessary, send documents to the appropriate group for budget authorization.
* Forward documents to Tax Office for review.
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| 3 | Receive documents and determine if payment is qualified or nonqualified and if treaty benefits are available. | Tax Office | * Receive documents and review for completeness.
* Request copies of immigration documents if necessary.
* Determine if scholarship is qualified or nonqualified for tax purposes.
* Determine if treaty benefits are available. The following three scenarios are possible:

(1) Current year treaty is signed and on file, (2) Treaty benefits are available and a treaty needs to be signed, or (3) Treaty benefits are not available.* If treaty benefits are available, and the student has not signed a treaty for the current tax year (scenario 2), additional paperwork will be necessary, and the Tax Office will schedule an appointment with the individual.
* If treaty benefits are not available (scenario 3) or if the available treaty does not cover scholarship/fellowship payments, withholding taxes may apply, and the Tax Office will process this withholding with the IRS.
* Forward documents to Complex Payments Group.
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| 4 | Process Payment. | Complex Payments Group | * Receive documents from the Tax Office.
* Perform a final review of the documents.
* Process payment and key information into Banner.
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