PROC. #COP001 Revision: v.2

11/25/08

BALL STATE UNIVERSITY PROCEDURE

PROVIDING AND/OR OBTAINING TEMPORARY HOUSING FOR EMPLOYEES AND NON-EMPLOYEES

EFFECTIVE DATE: August 1, 2008

PROCEDURE ISSUED FROM: Office of the Controller

NON-EMPLOYEE (who is NOT a Non-Resident Alien)

The requestor should complete form COF001 (Taxable Benefits: Housing) to obtain authorization and clearance from all applicable departments before extending an invitation to the individual. This form must have two authorized signatures from the requesting area. Once the signed (authorized) original form is returned to the requesting department, arrangements may be made on the behalf of the visiting individual.

- 1. Form COF001 Housing Request for Employees and Non-Employees Form
- 2. Notice of Appointment (NOA) for stipend or honoraria (if applicable) **AND** to obtain BSU ID# that will allow for computer access and ability to apply for housing and other services (if appropriate). For those individuals not receiving a stipend, an NOA can still be processed for zero pay.
- 3. Invitation letter or e-mail
- 4. IRS Form W-9
- 5. UC W-8BEN Form (for foreign nationals to determine residency status)

Once the requestor has all the required documentation, he/she should submit it to their immediate supervisor for approval. Form COF001 and attachments should continue to route through the designated signatories on the form. The only housing forms that need to route through the Rinker Center for International Programs are ones for Non-Resident Aliens. Once the form is completed and signed by the Controller's Office, notification will be sent to the requesting department authorizing them to enter the NOA. Notification will also be sent to the lessee directing them to visit the "Housing Sign-up" page on the Ball State University website to complete the request for University Apartments OR to contact Tammy Houser in the Finance Office if Alternative Campus Housing is requested.

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NOTE: If housing is requested through University Apartments, the potential lessee must apply for housing on-line. In order for the lessee to successfully complete the sign-up process the lessee must be on file with Human Resources thus a Notice of Assignment (NOA) must be created even for zero pay.

For a house rental, the Finance Office will provide the Invited Non-Employee lessee with a lease agreement. For University Apartments, the Housing Office will provide the lessee with a short-term agreement (if renting for less than one month) or a contract for semester rentals. Payment terms and possible taxable benefits will be specified in either agreement.

INTERNATIONAL – (Non-Resident Aliens) All Non-US persons must process through the Rinker Center for International Programs at Ball State University.

The requestor should fill out a "J-1 Visa Request Form" on the Immigration Division website of Ball State University's Rinker Center for International Programs. This form is routed electronically to BSU's Immigration Services staff who will assist the requester in completing the necessary paperwork to bring the individual to campus. All individuals must have an NOA (Notice of Appointment) on file with the University. The requesting Department should enter the document. However, a BSU ID# or a US SS# must be used to create the NOA. BSU's Immigration Services staff will be able to assist the individual in applying for a US Social Security Number and may assign a temporary BSU number in order to create an NOA. Additionally, if the individual will be requesting housing, the COF001 form will need to be completed in conjunction with the requirements of the Rinker Center for International Programs Office.

Documentation Requirements for the Center for International Programs:

- 1. J-1 Visa Request Form
- 2. Vita/resume
- 3. Financial documentation
- 4. Copy of the passport picture page
- 5. Copy of the invitation letter

See Ball State University Rinker Center for International Programs website for more information: http://www.bsu.edu/international/

SPECIAL NOTE:

ALL VISITING SCHOLARS MUST HAVE AN NOA (NOTIFICATION OF ASSIGNMENT)