

MAE Department Checklist for International Travelers

Professional traveler (non-student) should be advised the following will be needed upon his/her visit to the Department by his or her department sponsor and/or a staff member:

- IAP 66 (traveler)
(check to see if completely filled out then make a clear copy)
- J-1 Visa (traveler)
(make a copy of first page with photo, I-94 white card, and Departure Record)
- If hosting institution is not UCLA, please request the following from the host institution:

Line 7 of IAP 66 will have the name of the person to contact to request a letter stating that the traveler is authorized to receive payment from UCLA.

Date of request: _____

From whom requested: _____

Follow-up date: _____

Received date: _____

- UCLA Statement of Citizenship and Federal Tax Status
<http://www.payroll.ucla.edu/forms/formsfrm.htm>

To be given to the professional traveler. This should be filled out within the year that the payment will be made. If payment is not made within the year when the document is signed and dated, the traveler will have to fill out another Statement of Citizenship for the year in which the payment will be made.

Be sure that all areas begun by the traveler are completed.

This form must have traveler's original signature.