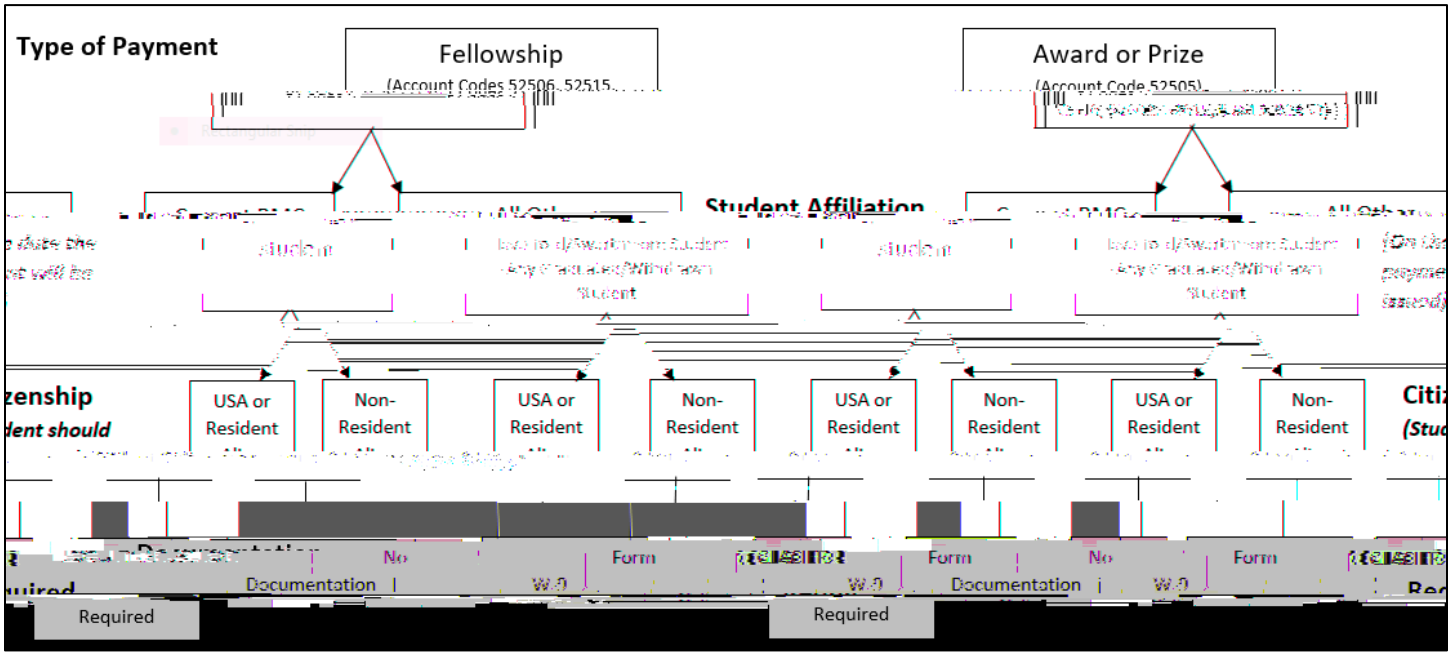
Student Fellowship Request
Citizenship Documentation Instructions

For certain payees, citizenship documentation is required to be submitted with the fellowship request. If citizenship documentation is not submitted with the request, the payment will not be processed, and the request will need to be resubmitted with the required documentation for a future payment cycle. Please take into consideration the amount of time required to obtain citizenship information when the timing of the expense is critical for budgetary reasons.

Use the chart below to determine when and what citizenship documentation is required based on the date the payment will be issued.



Documentation Required

Form W-9

A completed Form W-9.

Required when initial payment is requested for the payee. View *Attributes* tab on S D \ H H ¶ V *Vendor* record in Financial Edge to determine if W-9 already on file.

Blank Form W-9 is located on the Finance and Administration website under Purchases and Payments-Forms.

A completed and approved GLACIER Tax Summary Report.

The process for obtaining this report follows:

1. Department emails accountspayable@brynmawr.edu to initiate a */$&,(5 UHFRUG (PDLO PXVW digitU R Y BMC ID, name and current email address.
2. Student receives emails from Accounts Payable and GLACIER notifying her/him to complete the GLACIER record.
3. Once completed, student uses **Reply all** to the email from Accounts Payable and attaches the GLACIER Tax Summary Report and all required documentation listed.
4. Director of International Student and Scholar Services reviews and initials then emails assembled packet to the department.
5.