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.

If the payee fits one of the categories below as of the date when the payment will be issued, citizenship documentation is required.

A. Current Haverford or Swarthmore College student
B. Graduated Bryn Mawr, Haverford or Swarthmore College student
C. Withdrawn Bryn Mawr, Haverford or Swarthmore College student
D. US Citizen, Permanent Resident or Resident Alien Bryn Mawr College student being paid an award or prize (account code 52505)
E. Any Haverford or Swarthmore College student being paid an award or prize (account code 52505)

Required Documentation

1. **US Citizen, Permanent Resident or Resident Alien**
   
   - A completed Form W-9. Form W-9 is located on the Finance and Administration website under Purchases and Payments-Forms.
   
   - The Form W-9 is required only for the first time a fellowship payment is requested for the payee. The form is attached to the student’s vendor record in Financial Edge, which can be viewed to determine if a W-9 is already on file.

2. **Non-Resident Alien**

   - A completed and approved GLACIER Tax Summary Report. The process for obtaining this report follows:
     
     i. Department emails accountspayable@brynmawr.edu to initiate a GLACIER record. The email must provide the student’s 7-digit BMC ID, name and current email address.
     
     ii. The student receives an email from Accounts Payable and an automated email from GLACIER notifying her/him to complete the GLACIER record.
     
     iii. Once completed, the student uses **Reply all** to the email received from Accounts Payable and attaches the GLACIER Tax Summary Report and all required documentation listed on the report.
     
     iv. The Director of International Student and Scholar Services approves the report then emails the approved documentation (assembled packet) to the department.
     
     v. Department attaches the assembled packet to the fellowship request submitted.