

**The University of Texas at El Paso
Graduate Program Visitation**

**Howard University and the University of Texas at El Paso
Alliance for Graduate Education and the Professoriate Program
January 24-26, 2008**

Application Deadline: January 7, 2008

Program Limit: 25 participants (Apply Early)

PLEASE PRINT LEGIBLY OR TYPE INFORMATION

Personal Profile:

Name: _____
Last Name First Name MI

Current Address (Please include Zip Code):

Phone: (____) ____ - _____

Current E-mail: _____

Gender: Male Female

Date of Birth (mm/dd/yyyy): ____ / ____ / _____

Nationality: US. Citizen Permanent Resident

Ethnicity: African American Caucasian Latino Hispanic Native American Pacific Islander/ Alaskan Native

Other (specify): _____

Education:

Current Classification: _____

Major: _____ Minor (if applicable): _____ Cumulative GPA: _____ Major GPA: _____

UG Research Program: AMP MBRS MARC McNAIR RISE Other (specify): _____

Plans For Graduate Study:

College (eg., Business, Education, Liberal Arts, Sciences etc.): _____

Department (eg., Biology, History, Psychology etc.): _____

Program/Area of Interest (eg., Bioinformatics, Civil Engineering etc.): _____

Degree Sought (eg., MA, MS, Ph.D etc.): _____

Career Goals: _____

Please view college, department, and program listings at <http://academics.utep.edu/Default.aspx?tabid=608>

Personal Statement and Supporting Documentation:

On a separate sheet of paper, please type a personal statement based on the questions below. Limit 2 pages. Include name at the top of each page. Be sure to sign the statement. Responses will be evaluated for content, cohesiveness and level of critical thinking. Please also include an unofficial transcript with your submission.

1. How would your background, life experiences and perspective aid you in successfully completing a graduate degree program?
2. What is your proposed field of interest? What has been done in preparation for graduate study in this field? (e.g., research, involvement and/ or publications)
3. What are your short term and long term academic and professional goals?
4. Why have you chosen UTEP for possible admission to graduate study?

I certify that the above information is true and accurate to the best of my knowledge. I understand that space is limited in the Graduate Visitation program., and that all required documentation must be submitted prior to deadline to be considered for acceptance. I also understand that acceptance to the Graduate Visitation Program, does not qualify as acceptance into UTEP Graduate School, but if I apply, I must complete and submit an application for admission to the UTEP Graduate School.

Applicant Signature: _____

Date: _____

Return Application via fax or email to:

Virginia Vargas

Alliance for Graduate Education and the Professoriate Program

Fax: 915-747-5788

E-mail: vvargas@utep.edu

Purpose of Form. - An organization that is required to file an information return with the IRS must obtain your correct Taxpayer Identification Number (TIN) to report income paid to you. The TIN is either the Social Security Number (SSN) or Employer Identification Number (EIN) of the payee. Nonresident alien information must be obtained to determine the payee's tax status for compliance with IRS withholding and reporting requirements. The additional information for other payee types is needed to satisfy State of Texas requirements for establishing vendor records.

Taxpayer Name and Number Specific Instructions:

To prevent payments from being subject to backup withholding, you must provide a correct TIN. A TIN is considered incorrect if the name and TIN combination does not match or cannot be found on IRS or Social Security Administration (SSA) records.

Name. - If you are an **individual**, you must generally provide the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage, without informing the Social Security Administration of the name change, please enter your first name, the last name shown on your social security card, and your new last name.

If you are a **sole proprietor**, you must furnish your **individual** name and your SSN. You may also enter your business name or "doing business as" name on the business name line. The SSN will be used for your vendor record with UTEP. If you prefer the use of your EIN for any required tax reporting, enter that number *also*. Enter your name(s) as shown on your social security card and/or as it was used to apply for your EIN on Form SS-4.

What Name and Number to Give the Requestor

Type of Payee:	Name to use	SSN/EIN
1. Individual	Individual	SSN
2. Sole Proprietor	Owner	SSN or both
3. Partnership	Partnership	EIN
4. Corporation	Corporation	EIN
5. Other Entity	Organization	EIN

Nonresident Alien Individual

For income tax purposes, "nonresident alien individual" means an individual who is neither a U.S. citizen nor resident. Generally, an alien is considered to be a U.S. resident if:

- The individual was a lawful permanent resident of the United States at any time during the calendar year, that is, the alien held an immigrant visa (a "green card"), or
- The individual was physically present in the United States on:

(1) at least 31 days during the calendar year, and

(2) 183 days or more during the current year and the 2 preceding calendar years (counting all the days of physical presence in the current year, one-third the number of days of presence in the first preceding year, and only one-sixth of the number of days in the second preceding year).

See **Pub. 519**, U.S. Tax Guide for Aliens, for more information on resident and nonresident alien status.

Visa Status. - Immigration regulations regarding employment eligibility of nonimmigrants are complex. Contact The University Payroll Office for preliminary information regarding visa types that permit payment for services.

Withholding. - Foreign persons are not generally required to have a TIN, nor are they subject to any backup withholding because they do not furnish a TIN to a payer. **However, non-employee payments to nonresident aliens are subject to 30% tax withholding unless a tax treaty with their country entitles them to either a lower rate or exemption.** To claim any available treaty benefits, the recipient must have either a Social Security Number or IRS assigned TIN. In addition, IRS form 8233 must be filed with the payer.

Backup Withholding

What is Backup Withholding? - Persons making certain payments to you after 1992 are required to withhold and pay to the IRS 31% of such payments under certain conditions. This is called "backup withholding." Payments that could be subject to backup withholding include rents, royalties, non-employee compensation, and payments for medical and health care services. Reportable payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requestor, or
2. The IRS notifies the requestor that you furnished an incorrect TIN.

Payees and Payments Exempt From Backup Withholding.

- Certain payees and payments are exempt from backup withholding and information reporting. The following is a list of payees exempt from backup withholding and for which no information reporting is required. Payments subject to reporting under Internal Revenue Code (IRC) sections 6041 and 6041A are generally exempt from backup withholding only if made to payees described in items (1) through (7), except a corporation that provides medical and health care services or bills and collects payments for such services is not exempt from backup withholding or information reporting.

- (1) A corporation.
- (2) An organization exempt from tax under section 501(a), or

an IRA, or a custodial account under section 403(b)(7). (3) The United States or any of its agencies or instrumentalities. (4) A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities. (5) A foreign government or any of its political subdivisions, agencies, or instrumentalities. (6) An international organization or any of its agencies or instrumentalities. (7) A foreign central bank of issue.

Claiming exemption. - If you are exempt from backup withholding, you should complete this form to avoid possible erroneous backup withholding. Enter your correct TIN in the appropriate sections, and write "EXEMPT" in the block in Section IV.

Privacy Act Notice

IRC section 6109 requires you to furnish your correct TIN to persons who must file information returns with the IRS to report certain payments. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 31% of certain taxable payments to a payee who does not furnish a TIN to a payer. Certain penalties may also apply.

Penalties

Failure To Furnish TIN. - If you fail to furnish your correct TIN to a requestor, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil Penalty for False Information With Respect to Withholding. - If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal Penalty for Falsifying Information. - Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. - If the requester discloses or uses TINs in violation of Federal law, the requestor may be subject to civil and criminal penalties.

Historically Underutilized Businesses (HUB)

The State of Texas is encouraging state agencies to utilize these businesses. You or your firm qualifies if 51% owned by a person or persons who have been historically underutilized because of their identification as a member of certain groups: Black Americans, Hispanic Americans, Asian-Pacific Americans, Native Americans, or Women-any ethnicity. To obtain a certification form, contact the U.T. El Paso Purchasing and General Services Office at (915) 747-5601.

With few exceptions, you are entitled on your request to be informed about the information UTEP collects about you. Under Sec 552.021 and 552.023 of the TX Govt Code, you are entitled to receive and review the information. Under Sec 559.004 of the TX Govt Code, you are entitled to have UTEP correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the UT System Business Procedures Memo 32. The information that UTEP collects will be retained and maintained as required by TX. Records retention laws (Sec 441.180 et seq. TX Govt Code) and rules. Different types of information are kept for different periods of time.