

INSTRUCTIONS:
HOW TO COMPLETE THE FOREIGN NATIONAL INFORMATION FORM

This form must be accompanied by copies of: Your alien registration card or your I-94 card, visa page and IAP-66s, I-20s, or I-797 Approval Notices (for H-1s) (and copies of fellowship and scholarship awards, if applicable).

SECTION I

1. Please describe your present situation. You are "**New**" if you have never before completed the Foreign National Information Form. You are "**Updating your Form**" if anything has changed since the time that you previously completed the form. Some examples of changes are as follows: an extension of your present immigration status, a change to another immigration status, a change from a fellowship to employment, a change of position, etc. NOTE: If you are "Updating your Form," you must only complete those sections of the Foreign National Information Form which have changed since you last filled it out.
 2. **Name:** List full name.
 3. **Social Security Number:** Enter U.S. social security number issued by the U.S. Social Security Administration - not your I.D. number. Do not list numbers not assigned by the U.S. Social Security Administration, i.e. Canadian social security numbers. All employees must have a social security number in order to work. If none, enter your ITIN issued by the IRS.
 4. **Date of Birth:** Give Date of Birth in the following order: Month/Day/Year.
 5. **Foreign Residence Address:** List your non U.S. address.
 6. **Country of Tax Residence:** Tax residence is where you last paid taxes as a resident and can be different from legal residence. Do not include the U.S.A.
 7. **Country of Citizenship(s).**
 8. **Passport Number:** Enter your passport number.
 9. **Visa Number:** Enter your visa number. This is not the control number.
 10. **Is your spouse in the USA?:** Check the appropriate box. Give number of other dependents in the U.S.A.
 11. **End Date:** Must include month, day, and year. This date is an approximation of when you expect to complete your current activity. It is possible your completion date estimate will change.
 12. **Income Producing Activity:** Indicate your appointment (job) title at Washington University on this line. If you are uncertain what your title is, please check with your department payroll representative.
 13. **Source of Income:** Please indicate the source of your income while at Washington University.
For scholarship/fellowships, include a copy of the current award letter.
- Expected Annualized Income from Washington University:** List annualized amounts for employment income and scholarship/fellowship money separately.
14. **Student Type:** Check the appropriate box, **only** if you are a student.
 15. **Pay Frequency:** Indicate how often you are paid.
 16. Check "Yes" to indicate that you have all the copies needed for submission with this form.

INSTRUCTIONS: (continued)

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SECTION II

Starting with your most recent visa status, please enter information about all visa statuses that you have held. You will also need to enter your prior visa statuses if there were periods outside the U.S. for longer than 4 months.

Please note the following definitions:

- A. **Beginning or Date of Entry:** Must include month, day and year. Approximate if you do not know. This date should be the date you began your current activity. It should not be a date before you entered the United States.
- B. **Ending Date or Date of Exit:** For previous immigration statuses, this is the date you changed to another immigration status, or the date you left the U.S. For your present status, this is the date your current status will expire.
- C. **Immigration Status:** Indicate the type of immigration status that you now hold and previous statuses held.
- D. **J-1 Subtype:** If you indicated J-1 status for Immigration Status, please indicate the appropriate J-1 subtype. The most common choices are listed.
- E. **Primary Activity:** Indicate which activity you spend the majority of your time doing.
- F. **Tax Treaty Benefits:** Please indicate if you took any tax treaty benefits. If you did take tax benefits, please indicate under which category you took treaty benefits.

PLEASE SIGN AND DATE THE FORM.

If you have questions, you may contact the following:

For Questions:	At the Medical School:	At the Hilltop:
1-8 (Section I) and/or A-E (Section II)	International Office Medical School between 8:30-12:01 362-6940	International Office 935-5912
9-15 (Section I) and/or F (Section II)	Payroll 935-4388	Payroll 935-4389

**FOREIGN NATIONAL INFORMATION FORM
(PAGE 1)**

(1) I am:

New (to W.U.)

Updating my form

The Foreign National Information must be completed before you can receive any form of payment.

(2) Last or Family Name: _____ First Name: _____

(3) Social Security #: _____ (4) If no SS#, give date of birth: _____

(5) FOREIGN RESIDENCE ADDRESS:

(5) Address Line 1: _____

(5) Address Line 2: _____

(5) Address Line 3: _____

(5) City: _____

(5) City Postal Code: _____

(5) Providence/Region: _____

(5) Region Postal Code: _____

(5) Country: _____

(6) COUNTRY OF TAX RESIDENCE:

Do you have a country of tax residence which is different from your foreign residence address? Yes No

If yes, what is your country of residence? _____

Did tax residency end? Yes No If yes, when? _____ / _____ / _____

Month/Day/Year

(7) Country of Citizenship: _____ (8) Passport #: _____

(9) Visa #: _____ (10) Spouse in the USA? Yes No

(Not the Control Number)

Number of Other Dependents _____

(11) WHAT IS THE PROJECTED END DATE OF THE PRIMARY ACTIVITY FOR YOUR IMMIGRATION STATUS?

_____/_____/_____
Month/Day/Year

(13) SOURCE OF INCOME (check all that apply)*:

Employment Scholarship/Fellowship

* Only Budget 26/27 funds qualify as Scholarship/Fellowship

EXPECTED ANNUALIZED INCOME FROM WASHINGTON UNIVERSITY

\$ _____ .00 (from employment)

\$ _____ .00 (from Scholarship/Fellowship)

(12) INCOME PROVIDING ACTIVITY (e.g., Professor of Chemistry)

(14) WHAT TYPE OF STUDENT?

Doctoral Undergraduate
 Masters Other

(15) PAY FREQUENCY:

Biweekly Monthly

(16) Have you copied: Your alien registration card or your I-94 card, visa page and IAP-66s, I-20s, I-797 Approval Notices (for H-1s) and fellowship & scholarship letters, if applicable? YES

This form is not complete until the back page is filled out. Please continue on other side.

