

# Florida International University Foreign National Information Form

**This Foreign National Information Form MUST BE COMPLETED BEFORE you can RECEIVE any form of PAYMENT from Florida International University. All information contained in this form is required for IRS Tax Reporting. All applicable questions below must be answered. A copy of both sides of your I-94 Form "Arrival & Departure Record", a (small white card inside your passport), copy of your U.S. Visa from your passport, copy of your Social Security Card or Tax ID, a copy of an I-20, DS 2019 (IAP66) or I-797 must be attached to this form. This form MUST be completed if your immigration status in the United States is temporary or if you are currently on a visa. If you are a permanent resident of the United States (i.e. possess a resident alien "green card") you do not have to complete this form.**

- (1) Last or Family Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_  
 Date of Birth (DOB) \_\_\_\_\_ FIU ID # \_\_\_\_\_
- (2) Social Security # or ITIN (Individual Tax Identification Number) \_\_\_\_\_
- (3) U.S. Local Street Address: \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Phone \_\_\_\_\_ E-Mail Address \_\_\_\_\_
- (4) Foreign Residence Address: \_\_\_\_\_  
 City \_\_\_\_\_ Postal Code \_\_\_\_\_ Province/Region \_\_\_\_\_ Country \_\_\_\_\_
- (5) (a) Country of Citizenship: \_\_\_\_\_ (b) Country Issuing Passport: \_\_\_\_\_  
 (c) Visa Number: \_\_\_\_\_ (d) Passport Number: \_\_\_\_\_ (e) Date of Expiry \_\_\_\_\_
- (6) Immigration Status (Check the Status that Applies):  
 Temporary Resident  J-1 Exchange Visitor  
 F-1 Student  H-1 Employee  
 J-2 Spouse or Child of Exchange Visitor  Other (describe) \_\_\_\_\_
- (7) If Immigration Status is J-1, what is the subtype? (Check One)  
 Student  Professor  
 Short Term Scholar  Research Scholar  Other (describe) \_\_\_\_\_
- (8) What is the Actual Primary Activity of the Visit? (Check One)  
 Studying in a Degree Program  Studying in a Non-Degree Program  
 Demonstrating Special Skills  Observing  Consulting  
 Teaching  Conducting Research  Clinical Activities  
 Temporary Employment  Lecturing  Training  
 Here with Spouse
- (9) Country of Tax Residence if Different from Foreign Residence Address: \_\_\_\_\_  
 (a) Did tax residency end?  yes  no (b) If yes, on what date? \_\_\_\_\_
- (10) Name of FIU Department of Primary Activity \_\_\_\_\_ Location \_\_\_\_\_ Ext: \_\_\_\_\_  
 Undergraduate \_\_\_\_\_ Graduate \_\_\_\_\_ English Language Program (ELS) \_\_\_\_\_

(11)\* **REQUIRED: Please list all travel to the U.S. in the last 5 calendar years or more if any:** **Did you claim Treaty benefits? (Please Check)**  
 Note: This information is a must in order to determine your correct tax status.

Entry Date into U.S. (Month/Day/Year)	Date of Exit (Month/Day/Year)	Visa/Type (Example F-1, J-1, H-1, etc)	Primary Activity (Example, Student Teaching, Research, Speaker, etc)	Did you claim Treaty benefits? (Please Check)	
				Yes	No
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

I hereby certify that all of the above information on this worksheet is true and correct. I understand that if my status changes from that which I have indicated on this form, I must submit a new Foreign National Information Form to the Payroll Department or to the Controller's Office.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Florida International University  
Foreign National Information Form  
Instructions**

Please type form, if possible. Otherwise, print neatly.

- Name. Print full name, Date of Birth and FIU ID number.
- **Please clearly print your social security or ITIN (Individual Tax Identification Number).**
- U.S. Local Street Address. List your local home address.
- Foreign Residence Address. List your permanent address abroad. (Must be provided for tax treaty exemption)
- Visa Number. List your U.S. visa number (not the control number). It is usually an eight digit number found below the expiration date.
- Tax Residency. Tax residence is where you last paid taxes as a resident, and can be different from legal residence. Do not include the U.S. address unless you have met the substantial presence test.
- Please be certain that all questions are answered. **It is very important that you complete section eleven (11)\* before returning this form to the appropriate personnel office.**
- Sign this form at the bottom as you would a business letter and write today's date.

**IMPORTANT:**

**Attach to this form a copy of the following documents:**

- **Passport**
- **Visa (Visa Waiver must attach a I-94)**
- **I-94**
- **I-20 and/or DS2019(IAP66)**
- **I-797 if any**
- **Social Security Card and/or TIN (US Tax Identification Number)**

**You must submit a new Foreign National Information Form to the Payroll-Record Department or to the Controller's Office whenever your status changes from that which you have indicated on this form**

Example of changes of status:

- Exit and Entry in US
- New I-94
- New Action I-797
- Change or Renew Visa
- Employment Authorization Card (Practical Training, C03, C09, etc)
- New I-20 or DS2019
- Name change

PLEASE RETURN THIS FORM TO:

Employees (Including Student Employees)

Division of Human Resources  
Biscayne Bay Campus  
3000 NE 151st Street  
LIB 322  
North Miami, Florida 33181  
Phone: (305) 348-2181

OR

Division of Human Resources  
University Park Campus  
11200 SW 8th Street  
PC 224  
Miami, FL 33199  
Phone: (305) 348-2181

Students Only and Independent Contractors

Controller's Office/ Tax Compliance  
University Park Campus  
11200 SW 8<sup>th</sup> Street  
CSC-314  
Miami, FL 33199  
305-348-6764