

FOREIGN NATIONAL INFORMATION FORM (PAGE 1)

The Foreign National Information Form must be completed before you can receive any form of payment. All applicable questions below must be answered. A copy of your passport, U.S. VISA, I-94, and I-20 or DS-2019 or Approval Letter must be attached to this form. This form must be returned before any payment can be issued by the Payroll or Accounts Payable Department.

(1) Last or Family Name: _____ First: _____ Middle: _____
(2) Social Security #: _____ (3) URI ID #: _____
(4) Date of Birth: _____
(5) U.S. LOCAL STREET ADDRESS: _____ (6) FOREIGN RESIDENCE ADDRESS: _____
(5) Address Line 2: _____ (6) Address Line 2: _____
(5) City: _____ (6) Address Line 3/City: _____
(5) State : _____ (4) Zip: _____ (6) Postal Code: _____ Province/Region: _____
(5) Phone: _____ (6) Foreign Country: _____
(7) Country of Citizenship: _____ (8) Country That Issued Passport: _____
(9) Passport #: _____ (10) Visa #: _____

(11) Have you ever had another immigration status in the United States? Yes No

(12) CURRENT IMMIGRATION STATUS:

U.S. Immigrant/Permanent Resident F-1 Student J-1 Exchange Visitor
 J-2 Spouse or Child of Exchange Visitor H-1 Temporary Employee Other: _____

(13) IF IMMIGRATION STATUS IS J-1, WHAT IS THE SUBTYPE? Check one:

01 Student 05 Professor 12 Research Scholar
 02 Short Term Scholar Other: _____

(14) WHAT IS THE ACTUAL PRIMARY ACTIVITY OF THE VISIT? Check one:

01 Studying in a Degree Program 05 Observing 09 Demonstrating Special Skills
 02 Studying in a Non-Degree Program 06 Consulting 10 Clinical Activities
 03 Teaching 07 Conducting Research 11 Temporary Employee
 04 Lecturing 08 Training 12 Here with Spouse

(15) INCOME PROVIDING ACTIVITY (e.g. Chemistry Professor, Research Assistant)?:

(16) WHAT TYPE STUDENT?:

Undergraduate Masters Doctoral Other _____

(17) SPOUSE IN USA?:

Yes No Number of dependents _____

(18) FOR CONSULTANTS/SELF EMPLOYED INDIVIDUALS:

Do you/will you have an office (fixed base) in the USA?

Yes No If yes, how many days in this tax year did you/will you have office (fixed base)? _____ Days

(19) COUNTRY OF RESIDENCE IF DIFFERENT FROM FOREIGN RESIDENCE ADDRESS: _____

Did tax residency end? Yes No If yes, when? ___/___/___
Month Day Year

I hereby certify that all of the above information 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.

Signature: _____

Date: _____

FOREIGN NATIONAL INFORMATION FORM (PAGE 2)

PLEASE LIST **ALL F,J,M OR Q VISAS SINCE 1/1/1985:**

Date of Entry	Date of Exit	Visa Immigration Status (see list below)	J-1 Subtype	Primary Activity (see list below)	Have You Taken Any Treaty Benefits
/ /	/ /	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
/ /	/ /	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
/ /	/ /	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
/ /	/ /	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
/ /	/ /	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
/ /	/ /	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
/ /	/ /	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
/ /	/ /	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
/ /	/ /	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
/ /	/ /	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

PLEASE LIST **ANY OTHER VISA IMMIGRATION ACTIVITY IN LAST THREE CALENDAR YEARS:**

Date of Entry	Date of Exit	Visa Immigration Status (see list below)	J-1 Subtype	Primary Activity (see list below)	Have You Taken Any Treaty Benefits
/ /	/ /	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
/ /	/ /	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
/ /	/ /	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
/ /	/ /	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
/ /	/ /	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
/ /	/ /	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
/ /	/ /	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
/ /	/ /	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
/ /	/ /	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
/ /	/ /	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

VISA IMMIGRATION STATUS:

- US Immigrant/Permanent Resident
- F-1 Student
- J-1 Exchange Visitor
- J-2 Spouse or Exchange Visitor
- Other

PRIMARY ACTIVITY:

- 01 Studying in a degree program
- 02 Studying in a non-degree program
- 03 Teaching
- 04 Lecturing
- 05 Observing
- 06 Consulting
- 07 Conducting Research
- 08 Training
- 09 Demonstrating Special Skills
- 10 Clinical Activities
- 11 Temporary Employee
- 12 Here with Spouse
- 99 Other, please specify

I hereby certify that all of the above information 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.

Signature: _____ Date: _____

FOREIGN NATIONAL INFORMATION FORM (PAGE 3)

HOW TO COMPLETE THE FOREIGN NATIONAL INFORMATION FORM:

NEW APPOINTMENTS, FELLOWSHIPS, SCHOLARSHIPS, VISA AND PASSPORT CHANGES AND/OR LEAVING AND RETURNING TO THE UNITED STATES

1. Name: List full name.
2. Social Security Number: Enter US social security number issued by the US Social Security Administration not your ID number. Do not list numbers not assigned by the United States Social Security, i.e. Canadian social security number. All employees must have a social security number in order to work. If none enter your ITIN issued by the IRS.
3. ID#: Enter your Employee/Student/Faculty Identification Number.
4. Local Street Address: List your local US address.
5. Residence: List your non US address.
6. Country of Citizenship(s)
7. Country that Issued Passport: List Country in which you were issued your passport. Not the country where it was issued.
8. Passport #: Enter your passport number.
9. Visa #: Enter your Visa number. Found on bottom right corner in red.
10. Immigration Status: Check yes or no. If yes, complete the above form for the time you were present in the United States. Approximate if you do not know.
11. Immigration Status: Check the type of immigration status that you currently hold. If you check U.S. Immigrant/Permanent Resident, holder of a "green" card, you may proceed to the bottom of the form. Sign and date.
12. Immigration Status for J-1: Check the appropriate J-1 subtype.
13. Actual Primary Activity: Check one activity.
14. Occupation: Describe in general the service you will perform and include department.
15. Check the appropriate box.
16. Is your spouse in USA?: Check the appropriate box. Give number of other dependents in the USA other than spouse?
17. Consultants/Self-employed Individuals: Check the appropriate box. This includes any office at any location specifically identified with you.
19. Tax residence is where you last paid taxes as a resident and can be different from legal residence. Do not include the USA.