



FOREIGN NATIONAL INFORMATION FORM (PAGE 1)

Input fields for form type: New, Rehire, Annual Update, Change in Visa Status

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 most recent I-94 Form "Arrival and Departure Record", copy of Passport pages showing name, number and photo, copy of U.S. VISA, and Form I-20, DS-2019, or IAP66 must be attached to this form.

(1) Last or Family Name: First: Middle:

(2) US Social Security #: or ITIN for Contractor:

(3) Local Telephone #: Email Address:

(4) U. S. LOCAL ADDRESS: Address Line 2, 3, City, State, Zip

(5) FOREIGN RESIDENCE ADDRESS: Address Line 2, 3, Postal Code, Province/Region, Foreign Country

(6) Country of Citizenship: (7) Country That Issued Passport:

(8) Passport #: (9) USA Visa # (RED NUMBER):

(10) Have you entered the United States prior to this trip? Yes No (If yes, complete Q# 23 on page 2)

(11) MY CURRENT IMMIGRATION STATUS IS: (12) WHAT IS THE PRIMARY ACTIVITY OF THIS VISIT TO THE UNITED STATES? (13) IF A J-1 VISA IMMIGRATION STATUS, WHAT IS THE SUBTYPE? (14) WHAT IS THE ACTUAL DATE YOU FIRST ENTERED THE UNITED STATES? (15 & 16) WHAT IS THE START AND END DATE OF YOUR IMMIGRATION STATUS FOR THIS PRIMARY ACTIVITY?

(17) U.S. INCOME ACTIVITY PAYING YOU (WHAT IS YOUR OCCUPATION OR DESCRIBE THE SERVICE YOU WILL PERFORM):

(18) IF STUDENT, WHAT TYPE?: (19) MARTIAL STATUS: (20) FOR CONSULTANTS/SELF EMPLOYED INDIVIDUALS: (21) COUNTRY OF TAX RESIDENCE

FOREIGN NATIONAL INFORMATION FORM (PAGE 2)

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(22) HAVE YOU ATTENDED ANOTHER U.S. EDUCATIONAL INSTITUTION? Yes No

If yes, list name of ALL institutions: _____ Period of attendance: _____

(23) PLEASE LIST ANY U.S. VISA IMMIGRATION ACTIVITY IN THE LAST 3 CALENDAR YEARS AND ALL F, J, M OR Q VISAS SINCE 1/1/92. INCLUDE STATUS CHANGE DATES IF YOU REMAINED IN THE U.S. WHILE CHANGING STATUS. INCLUDE A PRINTOUT OF TRAVEL HISTORY FROM I-94 WEB-SITE, <https://i94.chp.dhs.gov/I94#/home> .

Date of Entry To U.S.	Date of Exit from U.S.	Visa Immigration Status	J-1 Subtype (If J-1 status)	Primary Activity (Purpose of Stay)	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

(24) WHAT IS YOUR RELATIONSHIP WITH SUFFOLK UNIVERSITY? (CHECK ALL THAT APPLY)

Faculty/Staff Employee Student/Student Employee Guest Speaker/Consultant Visiting Professor On-campus Interviewee

(25) OTHER INFORMATION Is this payment an award/prize? Yes No Is this an honorarium payment? Yes No
Is this a royalty payment? Yes No

I hereby certify that all of the above information (both pages) is COMPLETE, 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" reflecting the changes.

Signature: _____ Date: _____

Notification: Payments to Non-U.S. citizens for services performed in the U.S. are subject to withholding taxes. If you qualify for tax treaty exemption, the applicable treaty form is signed and dated by you and the University Tax Compliance Manager (TCM). A Social Security Number and approved IRS forms are required if you qualify for Federal tax treaty benefits.

INSTRUCTIONS FOR THE FOREIGN NATIONAL INFORMATION FORM:

1. Name: Give full name listed or to be listed on your Social Security card.
2. Social Security Number: Enter US social security number issued by the US Social Security Administration not your campus ID number. All employees must have a social security number in order to work. If none enter your ITIN issued by the IRS.
3. Local Telephone Number & Email Address: List your telephone number and email address.
4. Local U.S. Address: List your local U.S. address.
5. Foreign Residence Address: List your non-U.S. address. This is the address where you resided before you entered the U.S.
6. Country of Citizenship(s): List your country of citizenship.
7. Country that Issued Passport: List Country in which you were issued your passport. Not the country where it was issued or obtained.
8. Passport #: Enter your current passport number.
9. Visa #: Enter your U.S. Visa number. This is the red eight-digit number located on the bottom right corner of U.S. visa document.
10. Previous Immigration Status: Check yes or no. If yes, complete the Section 23.
11. Current 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. Primary Activity of visit: Check the one primary activity you're in the U.S. for.
13. Immigration Status (Only J-1 Visa): Check J-1 subtype on DS-2019.
14. Actual Entry Date into the United States: Must include month, day, and year. Approximate if you do not know.
15. Start Date: Must include month, day, and year. Approximate if you do not know.
16. End Date: Must include month, day, and year. Approximate if you do not know.
17. Occupation: State occupation or describe in general the service you will perform. State if you are currently working on campus.
18. Student Status: If current student, check the appropriate box
19. Marital Status: Check the appropriate boxes, Give number of other dependents in the USA.
20. Consultants/Self-employed Individuals Only: Check the appropriate box. This includes any office at any location.
21. Tax Residence is where you last paid taxes as a resident and can be different from legal residence. Do not include the USA.
22. Educational Institutions: State name and date range of any U.S. educational institutions or academies attended.
23. Please list all travel into the U.S., visa immigration statuses, J-1 subtype, primary activity, and if any tax treaty benefits were taken.
24. & 25. State your relationship with the University and check boxes for other questions.