



*Preparing people to lead extraordinary lives*

## **FOREIGN NATIONAL INFORMATION FORM**

### **Purpose and who needs to fill out the Foreign National Information Form**

The Foreign National Information Form must be filled out by any Loyola staff, faculty, student, or independent contractor, who is **not** a U.S. citizen or Legal Permanent Resident that will work on campus or receive a scholarship, fellowship, or other type of payment from the University.

This form is used to determine your appropriate tax status as an international employee or payee. Many countries have income tax treaties with the United States that can reduce or eliminate your tax withholding.

In the event that you are eligible for a tax treaty benefit you will be notified by General Accounting once your information has been reviewed. It is your responsibility to return any tax treaty forms sent by General Accounting in order for your tax treaty benefits to become effective. For questions on the Foreign National Information Form or tax treaty forms please contact Maria Araque at (312) 915-8713 or by email at [maraque@luc.edu](mailto:maraque@luc.edu).

### **CHECKLIST OF INFORMATION TO INCLUDE WITH FOREIGN NATIONAL INFORMATION FORM**

- Passport and visa
- I-94 Departure Record (3'x5' card attached to your passport)
- Form DS-2019 (Certificate of Eligibility issued by J-1 sponsors), Form I-20 (Certificate of Eligibility for Nonimmigrant Student Status issued by F-1 Sponsors), or Form I-797 (HIB)
- A copy of your offer letter, or an estimation of your annual/hourly wages
- Employment Authorization Card (EAD), if applicable

Print out and complete the Foreign National Information Form on pages 2 & 3. Return completed form along with any documentation above to:

Maria Araque  
General Accounting  
Loyola University of Chicago  
820 N. Michigan Avenue, Lewis Towers 1307B  
Chicago, IL 60611  
Phone: (312) 915-8713

If you would like further information on non-resident alien taxation please visit the Internal Revenue Service Website and review **IRS Publication 515** Withholding of tax on Non Resident Aliens and Foreign Entities.

<http://www.irs.gov/pub/irs-pdf/p515.pdf>

# 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 both sides of your I-94 Form "Arrival and Departure Record", (a small white card inside your passport), copy of your U.S. VISA from your passport, and I-20 or DS-2019 must be attached to this form. This form must be returned before any check can be issued by the Payroll or Accounts Payable Department and must also be completed by anyone receiving tuition remission/scholarship.

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

(2) Social Security #: \_\_\_\_\_ (3) Employee #: \_\_\_\_\_

(4) U. S. LOCAL STREET ADDRESS: \_\_\_\_\_ (5) FOREIGN RESIDENCE ADDRESS: \_\_\_\_\_

(4) Address Line 2: \_\_\_\_\_ (5) Address Line 2: \_\_\_\_\_

(4) Address Line 3: \_\_\_\_\_ (5) Address Line 3/City: \_\_\_\_\_

(4) City: \_\_\_\_\_ (5) Postal Code: \_\_\_\_\_ Province/Region: \_\_\_\_\_

(4) State: \_\_\_\_\_ Zip: \_\_\_\_\_ (5) Foreign Country: \_\_\_\_\_

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

(8) Passport #: \_\_\_\_\_ (9) Visa #: \_\_\_\_\_

(not the control number that begins with a year)

(10) Have you ever had another immigration status in the United States?  Yes.  No If yes, see page 2.

## (11) IMMIGRATION STATUS:

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

If you check this box, go to page 2 and sign form

## (12) IF IMMIGRATION STATUS IS J-1, WHAT IS THE CATEGORY (SEE DS-2019)? CHECK ONE:

- 01 Student  06 Alien Physician  12 Research Scholar  
 02 Short Term Scholar  10 Specialist  
 05 Professor  Other: \_\_\_\_\_

## (13) WHAT IS THE ACTUAL PRIMARY PURPOSE 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 Here with Spouse  
 04 Lecturing  08 Training

(14) WHAT IS THE ACTUAL DATE YOU FIRST ENTERED THE UNITED STATES? (15) WHAT IS THE START DATE OF YOUR IMMIGRATION STATUS FOR THIS PRIMARY ACTIVITY?: (16) WHAT IS THE END DATE OF YOUR IMMIGRATION STATUS PRIMARY ACTIVITY?:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Month Day Year

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Month Day Year

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Month Day Year

(17) JOB TITLE AT LOYOLA (e.g. PROFESSOR OF CHEMISTRY)?: \_\_\_\_\_

Department \_\_\_\_\_ Estimated annual wages or salary \$ \_\_\_\_\_

## (18) WHAT TYPE STUDENT?:

- Undergraduate  Masters  Doctoral  Other \_\_\_\_\_

## (19) MARRIED

### SPOUSE IN USA?:

- Yes  No  Yes  No Number of dependents \_\_\_\_\_

## (20) 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

(21) COUNTRY OF RESIDENCE IF DIFFERENT FROM FOREIGN RESIDENCE ADDRESS: \_\_\_\_\_

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

**FOREIGN NATIONAL INFORMATION FORM (PAGE 2)**

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

**PLEASE LIST ANY VISA IMMIGRATION ACTIVITY IN LAST THREE CALENDAR YEARS AND ALL F,J,M,O OR Q VISAS SINCE 1/1/93:**

Date of Entry	Date of Exit Status	Visa Immigration Category	If J-1 Indicate Activity	Primary Purpose	Have You Taken Treaty Benefits	
___/___/___	___/___/___	_____	_____	_____	q Yes	q No
___/___/___	___/___/___	_____	_____	_____	q Yes	q No
___/___/___	___/___/___	_____	_____	_____	q Yes	q No
___/___/___	___/___/___	_____	_____	_____	q Yes	q No
___/___/___	___/___/___	_____	_____	_____	q Yes	q No
___/___/___	___/___/___	_____	_____	_____	q Yes	q No
___/___/___	___/___/___	_____	_____	_____	q Yes	q No
___/___/___	___/___/___	_____	_____	_____	q Yes	q No
___/___/___	___/___/___	_____	_____	_____	q Yes	q No

**VISA IMMIGRATION STATUS:**

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

**J-1 CATAGORY:**

- 01 Student
- 02 Short Term Scholar
- 05 Professor
- 06 Alien Physician
- 10 Specialist
- Other: \_\_\_\_\_
- 12 Research Scholar

**PRIMARY PURPOSE:**

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

**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: \_\_\_\_\_

e-mail address: \_\_\_\_\_ Home Phone No. \_\_\_\_\_

Local Phone No. \_\_\_\_\_ Pager \_\_\_\_\_

**HOW TO COMPLETE THE FOREIGN NATIONAL INFORMATION FORM:**

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.
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 category.
13. Actual Primary Activity: Check one activity.
14. Actual Entry Date into the United States: Must include month, day, and year (found on first I-94)
15. Start Date: Must include month, day, and year.
16. End Date: Must include month, day, and year. Approximate if you do not know.
17. Occupation: Describe in general the service you will perform.
18. Check the appropriate box.
19. Is your spouse in USA?: Check the appropriate box. Give number of other dependents in the USA.
20. Consultants/Self-employed Individuals: Check the appropriate box. This includes any office at any location specifically identified with you.
21. Tax residence is where you last paid taxes as a resident and can be different from legal residence. Do not include the USA.