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 Shannon Seay at (312) 915-8672 or by email at sseay@luc.edu.

CHECKLIST OF INFORMATION TO INCLUDE WITH FOREIGN NATIONAL INFORMATION FORM

- Copy of Passport Information Page
- Copy of Visa
- I-94 Departure Record (3”x5” card attached to your passport stamped upon entry to the U.S or you may obtain a copy at www.cbp.gov/I94)
- Form I-20 (Certificate of Eligibility for Nonimmigrant Student Status issued by F-1 Sponsors), Form DS-2019 (Certificate of Eligibility issued by J-1 sponsors), or Form I-797 (H1-B)
- A copy of your offer letter (Full time employees or fellowship recipients only)
- Employment Authorization Card (EAD) (only if applicable)

New Employees: Print out and complete the Foreign National Information Form on pages 2 & 3. The completed form and required documentation should accompany the Human Resources New Hire Packet and sent to Human Resources.

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

FOREIGN NATIONAL INFORMATION FORM (PAGE 1)

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

(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: _____________________


(8) Passport #: _____________________ (9) Visa #: _____________________

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

(11) IMMIGRATION STATUS:  
    o F-1 Student  o J-1 Exchange Visitor  o H-1 Temporary Employee
    o J-2 Spouse or Child of Exchange Visitor  o U.S. Immigrant/Permanent Resident  o 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:
    o 01 Student  o 06 Alien Physician  o 12 Research Scholar
    o 02 Short Term Scholar  o 10 Specialist  o 05 Professor
    o 03 Teaching  o 07 Conducting Research  o 04 Lecturing  o 08 Training

(13) WHAT IS THE ACTUAL PRIMARY PURPOSE OF THE VISIT? CHECK ONE:
    o 01 Studying in a Degree Program  o 05 Observing  o 09 Demonstrating Special Skills
    o 02 Studying in a Non-Degree Program  o 06 Consulting  o 10 Clinical Activities
    o 03 Teaching  o 07 Conducting Research  o 04 Lecturing  o 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?:  
    _____ / _____ / _____

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

    Department _____________________ Estimated annual wages or salary $ __________

(18) WHAT TYPE STUDENT?:  
    o Undergraduate  o Masters  o Doctoral  o Other _____________________

(19) MARRIED  SPouse in USA?:  
    o Yes  o No  o Yes  o No  Number of dependents _____________________

(20) FOR CONSULTANTS/SELF EMPLOYED INDIVIDUALS:

    Do you/will you have an office (fixed base) in the USA?  
    o Yes  o 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?  o Yes  o No  If yes, when?  _____ / _____ / _____

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:
<table>
<thead>
<tr>
<th>Date of Entry</th>
<th>Date of Exit</th>
<th>Visa Immigration Status</th>
<th>J-1 Indicate Activity</th>
<th>Primary Purpose</th>
<th>Have You Taken Treaty Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>/ / / /</td>
<td>/ / / /</td>
<td>o U.S. Immigrant/Permanent Resident</td>
<td>q Yes q No</td>
<td>q Yes q No</td>
<td>q Yes q No</td>
</tr>
<tr>
<td>/ / / /</td>
<td>/ / / /</td>
<td>o J-1 Exchange Visitor</td>
<td>q Yes q No</td>
<td>q Yes q No</td>
<td>q Yes q No</td>
</tr>
<tr>
<td>/ / / /</td>
<td>/ / / /</td>
<td>o Other:</td>
<td>q Yes q No</td>
<td>q Yes q No</td>
<td>q Yes q No</td>
</tr>
</tbody>
</table>

**VISA IMMIGRATION STATUS:**
- o U.S. Immigrant/Permanent Resident
- o J-1 Exchange Visitor
- o Other: ______________________________________________________________________________________________________________

**J-1 CATEGORY:**
- o 01 Student
- o 02 Short Term Scholar
- o 05 Professor
- o 06 Alien Physician
- o 10 Specialist
- o 12 Research Scholar
- o 099 Other, please specify: ______________________________________________________________________________________

**PRIMARY PURPOSE:**
- o 01 Studying in a degree program
- o 02 Studying in a Non-Degree program
- o 03 Teaching
- o 04 Lecturing
- o 05 Observing
- o 06 Consulting
- o 07 Conducting Research
- o 08 Training
- o 09 Demonstrating Special Skills
- o 10 Clinical Activities
- o 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.