

University of San Diego Foreign National Employee Information Form

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

All applicable questions must be answered. A copy of: passport, I-94 Form "Arrival and Departure Record", U.S. Visa from your passport or your border crossing card, and your I-20 or DS-2019 must be submitted with this form.

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

(2) Social Security Number: Approximate Income from USD:

or ITIN Number: (3) Have you claimed a tax treaty withholding exemption this calendar year?

This form must be returned before a payment can be processed.

(4) U.S. LOCAL STREET ADDRESS (NOT A P.O. BOX):

Address Line 1:

Address Line 2:

Address Line 3:

City:

State: Zip Code:

(5) FOREIGN RESIDENCE ADDRESS:

Address Line 1:

Address Line 2:

Address Line 3/City:

Postal Code: Province/Region:

Foreign Country:

(6) Country of Citizenship:

(7) Country that Issued Passport:

(8) Passport Number:

(9) Visa Number: (Not the control number that begins with a year).

(10) Have you ever had another immigration status in the USA?

If yes, also complete box (23) Visa Immigration Activity Schedule on page 2.

(11) Is payment for a scholarship or fellowship?

If yes, STOP and COMPLETE the Foreign National Payee Informational Form.

(12) Is payment for an honorarium only?

If yes, STOP and COMPLETE the Foreign National Payee Informational Form.

(13) VISA IMMIGRATION STATUS:

Other (Explain):

(14) IF IMMIGRATION STATUS IS J-1, WHAT IS THE SUBTYPE?

Other (Explain):

(15) WHAT IS THE ACTUAL PRIMARY ACTIVITY OF THE VISIT?

99 Other, please specify:

(16) What is the actual date entered in the United States?

(17) What is the start date of your immigration status for this primary activity?

(18) What is the projected end date of your immigration status primary activity?

(19) Income Providing Activity (i.e., Professor of Chemistry)

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(20) What type of Student? Other (Explain):

(21) Spouse in USA? Number of Dependents:

(22) Country of Tax Residence if different from Foreign Residence Address - Did tax residency end? If yes, when:

(23) List all Visa Immigration Activity in the last 3 Calendar Years and all **F, J, M, or Q** Visas since 1/1/2006 (if actual dates are unavailable, estimates are acceptable)

Date of Entry	Date of Exit	Visa Immigration Status	J-1 Subtype	Primary Activity	Did you take tax treaty benefits?
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I here certify that all of the information on this form 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 Office.

Signature: _____ Local Phone No. Date:

Email Address:

Specific Line Instructions on the Foreign National Employee Information Form:

- Box #
- (1) Name: List full name.
 - (2) Social Security Number or ITIN: Enter U.S. social security number issued by the US Social Security Administration (for employment) or Individual Taxpayer Identification Number (ITIN) issued by the Internal Revenue Service (for other purposes). Do not list your ID number or numbers not assigned by the United States, i.e. a Canadian social security number. All employees must have a social security number in order to work. If not an employee, enter your ITIN issued by the IRS.
 - (3) Have you claimed a tax treaty this calendar year?
 - (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 the country that issued your passport, not the country where it was issued.
 - (8) Passport #: Enter you passport number.
 - (9) Visa#: Enter you 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 don't know.
 - (11) Is payment for a scholarship or fellowship? If yes, stop and complete Foreign National Payee Information Form.
 - (12) Is payment for an honorarium? If yes, stop and complete Foreign National Payee Information Form.
 - (13) **Visa Immigration Status:** Check the type of immigration status that you currently hold. If you check U.S. Immigration/Permanent Resident (holder of a "green" card), you may proceed to the bottom of the form. Sign and date.
 - (14) Immigration Status for J-1: Check the appropriate J-1 subtype.
 - (15) Actual Primary Activity: Check on activity.
 - (16) Start Date: Must include month, day, and year. Approximate if you don't know.
 - (17) Start Date of Primary Activity: Must include month, day, and year.
 - (18) End Date: Must include month, day, and year. Approximate if you don't know.
 - (19) Income Providing Activity: Provide the type of income for the activity.
 - (20) What type of Student? Degree type.
 - (21) Spouse and/or dependents.
 - (22) Tax residence is where you last paid taxes as a resident and can be different from legal residence. Do not include the USA.
 - (23) Immigration Activity: List