


## FOREIGN NATIONAL INFORMATION FORM

1. Last Name: _____		First: _____	Middle: _____
2. Social Security # or ITIN#: _____		3. R-Number: _____	4. Date of Birth (month/day/year): _____/_____/_____
5. U.S. Local Street Address: _____ Address Line 2: _____ City: _____ State: _____ Zip Code: _____ Phone Number: _____ Email (non-Rollins) Address: _____		6. Foreign Resident Address: _____ Address Line 2: _____ Address Line 3: _____ City: _____ Postal Code: _____ Province/Region: _____ Country: _____	
7. Country of Citizenship (list all): _____		8. Country that issued Passport: _____	
9. Passport Number: _____ Passport Expiration Date: ____/____/_____		10. Visa Number* (not control number): _____ <i>*Note: Usually found in lower right section of Visa sticker</i>	
11. Your Current U.S. Immigration Status: <input type="checkbox"/> US Immigrant/Permanent Resident <input type="checkbox"/> F-1 Student <input type="checkbox"/> J-1 Exchange Visitor <input type="checkbox"/> J-2 Spouse or Child of Exchange Visitor <input type="checkbox"/> H-1 Temporary Employee <input type="checkbox"/> B-1 Visitor for Business <input type="checkbox"/> B-2 Visitor for Pleasure <input type="checkbox"/> Visa Waiver <input type="checkbox"/> Other: _____			
12. Have you ever had another immigration status in the US? <input type="checkbox"/> YES <input type="checkbox"/> NO <b>❖ Be sure to complete page 2 in regards to prior statuses and list your visa activity accordingly.</b>			
13. If Immigration Status is J-1, what is the subtype? <u>Check ONLY One:</u> <input type="checkbox"/> 01 Student <input type="checkbox"/> 05 Professor <input type="checkbox"/> 12 Research Scholar <input type="checkbox"/> 02 Short Term Scholar <input type="checkbox"/> Other: _____			
14. What is the actual Primary Activity of the visit? <u>Check ONLY One:</u> <input type="checkbox"/> 01 Studying in Degree Program <input type="checkbox"/> 05 Observing <input type="checkbox"/> 09 Demonstrating Special Skills <input type="checkbox"/> 02 Studying in Non-Degree Program <input type="checkbox"/> 06 Consulting <input type="checkbox"/> 10 Clinical Activities <input type="checkbox"/> 03 Teaching <input type="checkbox"/> 07 Conducting Research <input type="checkbox"/> 11 Temporary Employee <input type="checkbox"/> 04 Lecturing <input type="checkbox"/> 08 Training <input type="checkbox"/> 12 Here with Spouse			
15. Date of your initial entry into the US for this Primary Activity: ____/____/_____		16. Start date of Immigration Status (found in I-20, DS-2019, or I-797): ____/____/_____	17. Program end date for this Primary Activity: ____/____/_____
18. List activities that are providing income (e.g. Student Assistant, Guest Lecturer, Professor of Chemistry, Scholarship): _____			
19. If a student, what type? <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Doctoral <input type="checkbox"/> Other: _____			
20. <input type="checkbox"/> Single <input type="checkbox"/> Married If married, is your spouse in the U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO    Number of dependents other than spouse: _____			
21. For Consultants/Self-Employed Individuals: Do/will you have an office in the USA? <input type="checkbox"/> YES <input type="checkbox"/> NO    ► If YES, how many days this tax year did/will you have it? _____ days.			
22. Country of Residence (if different from Foreign Resident Address): _____ Has tax residency ended? <input type="checkbox"/> YES <input type="checkbox"/> NO    If YES, what month, day and year? ____/____/_____			

**23. PREVIOUS IMMIGRATION STATUS:**

List your visa immigration activity (days of physical presence/travel into the US):

- If you previously had an **F, J, M or Q visa**, list all days of physical presence in that classification(s) since January 1, 1985
- AND if you had **any other** previous US visa classification list activity in the last three full calendar years (JAN 1 – DEC 31).

a. Date of Entry into the US (MM/DD/YY)	b. Date of Exit from the US (MM/DD/YY)	c. Visa Immigration Status (See below.)	d. J-1 Subtype (See below.)	e. Primary Activity	f. Did you take tax treaty benefits? Check a box for all lines completed)		
_____	_____	_____	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>OLDEST</b>  <b>NEWEST</b>
_____	_____	_____	_____	_____	<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	

**Line 23c - Please enter your previous visa immigration status related to the dates of entry and exit on that line. A brief listing of frequently applicable statuses follows.**

- |   |                        |                          |
|---|------------------------|--------------------------|
| US Immigrant/Permanent Resident         | F-1 Student            | J-1 Exchange Visitor     |
| J-2 Spouse or Child of Exchange Visitor | H-1 Temporary Employee | B-1 Visitor for Business |
| B-2 Visitor for Pleasure                | Visa Waiver            |                          |

**There are many others visa immigration statuses. Please refer to your previous immigration documents to assure that you provide the correct information.**

**Line 23d - Complete only if you previously had a J-1 visa. A brief listing of frequently applicable J-1 subtypes follows.**

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

**If another J-1 visa subtype is more appropriate, enter it above. Please refer to your previous immigration documents to assure that you provide the correct information.**

**I hereby certify that all of the above information is correct and complete. 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 Personnel or Payroll or Tax Department(s).**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

# FOREIGN NATIONAL INFORMATION FORM

## INSTRUCTIONS

The Foreign National Information Form (FNIF) must be completed in its entirety before any payment can be made, or tuition remission or scholarship applied as a credit to the account of a foreign national by Rollins College, whether through the College's Payroll, Accounts Payable or Financial Aid Department or by wire transfer or by any other means of direct or indirect or through the College as an agent for a third party. All applicable questions on this FNIF must be answered. Certain copies of the foreign national's travel and immigration documents are required to be retained by the College for tax compliance purposes including, but not limited to the following:

1. Both sides of your I-94 Form "Arrival and Departure Record", (usually a small white card inside your passport)
2. Current Passport
3. US Visa sticker pertinent to this Rollins activity (found inside your passport)
4. Forms I-20 or DS-2019 (formerly IAP66) from all US schools attended
5. US taxpayer identification number (TIN), if the foreign national has one (usually a Social Security Number or an Individual Taxpayer Identification Number). Note that a US TIN once issued is good for life. Therefore, a US TIN obtained by the foreign national during a previous visit to the US is valid for our purposes.
6. Other tax forms may be required, depending on the nature of the payment, visa classification of the foreign national and other factors. Generally, these forms include Form W-8BEN.

### Please print the following information.

**Line 1:** Provide your full name. It should be identical to the name shown on your current Passport.

**Line 2:** Provide your US taxpayer identification number (TIN) if you have one. Usually this is a Social Security Number (SSN) or an Individual Taxpayer Identification Number (ITIN). A US SSN is issued by the US Social Security Administration (SSA). An ITIN is issued by the Internal Revenue Service (IRS). Do not provide a tax ID number issued by another country. All employees must have a US SSN in order to work at Rollins College. Other payees should have a US TIN (either a SSN or ITIN) to facilitate the tax reporting requirements of US tax laws.

**Line 3:** Rollins students, faculty or staff must provide their Rollins College R-Number, an eight-digit number starting with an 'R'.

**Line 5:** Provide the local address where you are staying while living/visiting the US.

**Line 6:** Foreign residence address: Provide your permanent residence address. This is the address to which important tax documents will be mailed after you graduate.

**Line 7:** Countries of citizenship: Provide each country of citizenship.

**Line 8:** Country that issued passport: List the country in which you were issued your passport, not the country where it was issued.

**Line 9:** Passport #: Enter your passport number.

**Line 10:** Visa #: Enter your visa number, found at the bottom, right section of your visa card. Do not enter the control number.

**Line 11:** Immigration status: Check the type of immigration status that you currently hold. If you check US/Immigrant/Permanent Resident, holder of a "green" card, you may proceed to the bottom of the form. Sign and date page 1. You do not need to complete page 2.

**Line 12:** Other Immigration status: Indicate (yes or no) if you have had another immigration status in the US.

**Line 13:** Immigration status for J-1: Check the appropriate J-1 subtype.

**Line 14:** Actual primary activity: Check one activity.

**Line 15:** Actual entry date into the US: You must include month, day and year (in that format). You may provide an approximate date if you do not have the actual date.

**Line 16:** Start date: You must include month, day and year. Approximate if you do not have actual date.

**Line 17:** End date: You must include month, day and year. Approximate if you do not have actual date.

**Line 18:** Occupation: Describe in general the service you will perform.

**Line 19:** Check the appropriate box.

**Line 20:** Is your spouse in the US? Check the appropriate box. Give the number of other dependents in the US.

**Line 21:** Consultants/Self-employed individuals: Check the appropriate box. This includes any office at any location specifically identified with you (such as your office at the college/university, etc. where you teach, conduct research, etc.).

**Line 22:** Your tax residency is the country where you last paid taxes as a resident. This can be different from your legal residence. Do not include the US.

**Line 23:** Be sure to record your visa immigration activity (days of physical presence/travel into the US). Examine your passport for stamps of entry & exists.