

## Student Tips for filling out Form 8843

If you were an F-1 or J-1 student in the USA and you are considered exempt from filing resident taxes (meaning you did not meet the requirements of the [Substantial Presence Test](#)) then you must submit a Form 8843.

- Have your passport handy (passports for the past 5 years)
- Download [Form 8843 with instructions](#).
- Read the full instructions on pages 3 and 4.
- Complete the form electronically
  - First name and initial (if you have a middle or middle names)
  - Last name (surname)
  - US taxpayer identification number – if you have a Social Security Number or ITIN, put that here. Otherwise leave it blank
  - Fill in your address (only if you are NOT filing a tax return)

### Part I – General Information

- 1a Enter your visa type (J or F) and the date you entered the USA in that status. Use the date of the first J-1 or F-1 stamp in your passport. Use the 'Get Travel History' button on the [Electronic I-94 web page](#) to look this up.
- 1b Enter the same as 1a
- 2 Country of Citizenship (the passport that has your current visa stamp in it)
- 3a Country that issued your passport – same as 2
- 3b Current passport number
- 4a Number of days in the USA during the last 3 years (check your passport for entry dates and try really hard to remember dates you left the USA)
- 4b Total of numbers entered in 4a

### Skip Part II – Teachers and Trainees

### Part III – Students

- 9 Enter California Polytechnic State University, San Luis Obispo, CA 93407 805-756-4111
- 10 Leave blank
- 11 Enter visa type for the years listed. Leave blank for the years you were not in the USA
- 12 **If you were not in the USA** for any part of 2 out of the last 5 years – answer 'No,' and submit this form with your 1040NR tax return. If you did not work, then only submit the Form 8843.

**If you were in the USA** for any part of 2 out of the last 5 years, then review the substantial presence test. If you meet the substantial presence test, then you don't fill out this form and you should be considered a Resident for Tax Purposes. If you are filing a tax return fill out the regular 1040 form instead of the 1040 NR Form. If you did not work the previous year, then you don't have to submit the 1040 or the Form 8843.

- 13 If you applied for permanent residency check 'Yes.' If you did not, check 'No'
- 14 If you did apply for permanent residency, see Part III on page 4 of the instructions

**Skip Parts IV and V**

**Sign and date the bottom of page 2**

**Mail the form:**

- **If you had earnings last year** (funds from U.S. sources) and you are filing a tax return (Form 1040NR or Form 1040NR-EZ) attach Form 8843 to it. Mail your tax return by the due date (including extensions) to the address shown in your tax return instructions.
- **If you did not have any earnings last year**, you do not have to file a tax return. Mail Form 8843 to:

Department of the Treasury  
Internal Revenue Service Center  
Austin, TX 73301-0215

Mail by the due date (including extensions) for filing Form 1040NR or Form 1040NR-EZ. Be sure it is postmarked by the deadline date.