

How to fill out the Federal Form 8843

All international students who were enrolled in classes in the U.S. in 2015, whether they worked and earned month or not, are required to complete and send in the 8843 form.

Here are the simple instruction:

- Enter your personal information in the boxes on the top.
- Your “Taxpayer ID Number” is your Social Security number. If you do not have a Social Security Number, leave the box blank.
- If you did not work in the U.S. in 2015 you must enter your address in both your home country and current address here in Marquette. If you did work and are completing other tax forms, you can leave the address section blank.

Answer all the questions in Part I.

- Question 1a asks what kind of visa you interested the U.S. and the date you first entered on that type of visa.
- Question 1b asks what your visa is now. If you have not changed your visa status since coming to the U.S., enter the same information as above.
- Question2: Enter your country of Citizenship
- Question 3: Enter the country that issued your passport
- Question 4a: Enter the number of days you were present in the U.S. for the years listed. If you were not in the U.S., leave it blank or put “N/A.”
- Question 4b: Enter the same number as you entered for 2015 in Question 4a.

Leave Part II blank

Answer all the questions in Part III.

- For question 9 and 10 enter: Angela Maki, Northern Michigan University, 1401 Presque Isle Avenue, Marquette, MI 49855 (906) 227-2510.

Leave Parts IV and V blank

Print pages 1 and 2 of the 8843. Sign your name and write today’s date on the bottom part of Page 2.

If you did not work in 2015, the 8843 is the only form you must complete. Mail the completed and signed Federal Form 8843 to:

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

If you:

- Worked
- Have an Athletic Scholarship
- Sister City Scholar

You will have other tax forms to file and you will need to submit this 8843 form with the others.