

How to fill out the Federal Form 8843

All international students who were enrolled in classes in the U.S. in 2014, whether they worked and earned money or not, are required to complete and send in the 8843 form.

Here are the simple instructions:

- 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 2014 you must enter your addresses in both your home country and current address here in Macomb. 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 entered 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 "same" for 1b.
- Question 2: 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 2014 in Question 4a.

Leave Part II blank.

Answer all the questions in Part III.

- For question 9 enter: Western Illinois University, 1 University Circle, Macomb, IL 61455, 309.298.1414
- For question 10, enter: Megan Bennett, 1 University Circle, Macomb, IL 61455, 309.298.2501.

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 2014, the 8843 is the only form you must complete. Mail the completed and signed Federal Form 8843 to:

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

- If you did work and are completing other tax forms, include this 8843 form with the others.