



# FOREIGN NATIONAL INFORMATION FORM

To be completed by foreign nationals receiving any form of payment from Mason who cannot complete the online Foreign National Information Form  
**(Note: This form is not applicable to Lawful Permanent Residents)**

- ❖ Please answer **all** applicable questions.
- ❖ You should provide copies of your **passport, I-94 departure card, I-20, DS2019, EAD**, and/or any other applicable immigration documents. **(Note: Attach copies of your immigration documents to this form.)**

<b>1) Last or Family Name:</b>	<b>First Name:</b>	<b>Middle Name:</b>
<b>2) Social Security # or ITIN:</b>	<b>3) GMU ID#:</b>	<b>4) Birthdate:</b>

<b>5) U.S. Address</b>		<b>6) Foreign Residence</b>	
Street(Line 1):		Address(Line 1):	
Street (Line 2):		Address (Line 2):	
City:		City:	
State:		Province:	
Zip Code:		Postal Code:	
		Country:	

**7) Country of Residence if different from foreign residence address:** \_\_\_\_\_  
 Did tax residency from your home country end?  Yes  No If yes, when? \_\_\_\_\_

***Important!*** If you have ever lived in a country other than that of your citizenship, please explain on page 2.

**8) Country of Citizenship:** \_\_\_\_\_ **9) Country That Issued Passport:** \_\_\_\_\_

**10) Passport Number:** \_\_\_\_\_ **11) Passport Expiration Date:** \_\_\_\_\_

**12) CURRENT IMMIGRATION STATUS:**

- F-1 Student   
  F-1 OPT   
  J-1 Exchange Visitor   
  J-2 Dependent   
  B-1 Visitor for Business  
 B-2 Visitor for Tourist   
  VWB Visa Waiver/Business   
  VWT Visa Waiver/Tourist   
  H1b Temporary Employee  
 Other (e.g. G-4, A-1, green card pending, asylee, etc. ) \_\_\_\_\_

**13) If CURRENT Immigration status is J-1, what is the subtype? Check one:**

<input type="checkbox"/> 01 Student	<input type="checkbox"/> 05 Professor	<input type="checkbox"/> Other:
<input type="checkbox"/> 02 Short Term Scholar	<input type="checkbox"/> 12 Research Scholar	

**14) What is the ACTUAL Primary PURPOSE of the visit? Check one:**

<input type="checkbox"/> 01 Studying in a Degree Program	<input type="checkbox"/> 04 Lecturing	<input type="checkbox"/> 07 Conducting Research	<input type="checkbox"/> 10 Clinical Activities
<input type="checkbox"/> 02 Studying in a Non-Degree Program	<input type="checkbox"/> 05 Observing	<input type="checkbox"/> 08 Training	<input type="checkbox"/> 11 Temporary Employee
<input type="checkbox"/> 03 Teaching	<input type="checkbox"/> 06 Consulting	<input type="checkbox"/> 09 Demonstrating Special Skills	<input type="checkbox"/> 12 Here with spouse/relative

**15) If you are a student, what is your STUDENT TYPE?**

<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Masters	<input type="checkbox"/> Doctoral	<input type="checkbox"/> Other:
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16) Are you married?  Yes  No If yes, is your spouse in the U.S.?  Yes  No  
 If yes, in what status? \_\_\_\_\_ Number of dependents \_\_\_\_\_

17) Income Providing Activity: \_\_\_\_\_  
 (e.g. Researcher, Graduate Assistant, Scholarship recipient, Speaker, etc.)

18) For CONSULTANTS/SELF EMPLOYED Individuals ONLY:  
 Do you/will you have an office (or fixed base) in the USA?  Yes  No  
 If yes, how many days in this calendar year did you/, or will you have office (fixed base)? \_\_\_\_\_  
 Days

**VISA HISTORY:**

19) What is the actual date you entered the U.S. for THIS CURRENT activity? \_\_\_\_/\_\_\_\_/\_\_\_\_ ( mm/dd/yy)  
 20) What is the End Date of your current Immigration Status for THIS CURRENT Activity? \_\_\_\_/\_\_\_\_/\_\_\_\_ ( mm/dd/yy)  
 (For example, your planned date of exit from the U.S., end date of I-20, DS-2019, or end date of I-94)

21) Please list below any U.S. immigration activity during the **CURRENT AND TWO PREVIOUS** years and **ALL** immigration activity since 1985 in F, J, Q or M status: (use a separate sheet of paper if necessary)

Example

Date of Entry	Date of Exit	Visa Status	J-1 Subtype	Primary Purpose	Have You Taken Any Treaty Benefits?
8/15/08	8/30/08	VWB	N/A	conference	Yes
9/1/98	8/31/99	J-1	Short-term scholar	conduct research	No

**Note:** Entries in the U.S. under the visa waiver program will be stamped in the passport by U.S. immigration as either VWB (visa waiver business) or VWT (visa waiver tourist).

Explanations, Changes and/or Additional Information

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I hereby certify that all of the above information 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 International Tax Coordinator.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 E-mail address: \_\_\_\_\_ U.S. Phone Number \_\_\_\_\_

## HOW TO COMPLETE THE FOREIGN NATIONAL INFORMATION FORM

1. **Name:** List your full name as it appears on your Social Security Card, ITIN letter, or your passport if you do not have a U.S. taxpayer ID number.
2. **Social Security Number or ITIN:** Enter the U.S. Social Security number issued to you by the U.S. Social Security Administration or the Individual Taxpayer Identification Number issued to you by the U.S. Internal Revenue Service. Do NOT list temporary numbers, school assigned numbers or foreign social security numbers.
3. List your **GMU ID#** as assigned by George Mason University. It will begin with the letter G.
4. **Birthdate:** List your birthdate as mm/dd/yy.
5. **U.S. Address:** List your local U.S. address.
6. **Foreign Address:** List the address you consider to be your foreign permanent address.
7. **Country of Residence:** This is your tax residence. Tax residence is where you were last potentially subject to taxes as a resident of that country. This can be different from legal residence or country of citizenship. Do NOT include the U.S. as Country of Residence.
8. **Country of Citizenship:** List your country of citizenship.
9. **Country that Issued your Passport:** List the name of the country that issued your passport.
10. **Passport Number:** Enter your passport number.
11. **Passport Expiration:** Enter the expiration date of your passport.
12. **Current Immigration Status:** Check the type of immigration status that you currently hold.
13. **Immigration Status for J-1:** Check the appropriate J-1 subtype. You can find this on your DS-2019.
14. **Actual Primary Activity:** Check only one activity.
15. **Student Type:** If you entered the U.S. in student status, please check the appropriate box.
16. **Spouse Information:** Spouses and dependents can sometimes be claimed for tax purposes depending the country and circumstances. If your spouse is in the U.S. and/or you have children living here with you, please answer the questions accordingly.
17. **Income Activity:** Describe the activity for which you are receiving payment or financial benefit from George Mason University. If you are working, please list the job title or describe the activity. (Examples: Graduate Research Assistant, Faculty, on campus student employment, conference presenter) If you are receiving a financial benefit describe what you will be receiving. (Examples: academic award, scholarship, fellowship, travel reimbursement)
18. **Consultants/Self-employed:** Please check the appropriate box. This includes any office at any location specifically identified with you. This is important for analysis of tax treaty benefits.
19. **Actual Date of Entry:** Include the month, day and year of U.S. entry for your current status. Approximate if you do not know the exact date.
20. **Status End Date:** Include the end date of your current immigration status found on immigration documents such as your I-20, DS-2019 or I-94. Otherwise list the date you plan to leave the U.S. Typically dates of exits are needed for those in the U.S. on visitor visas or visa waivers.