

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.