



# FOREIGN NATIONAL INFORMATION FORM

Send to: [intlacct@gmu.edu](mailto:intlacct@gmu.edu)  
 Tel: (703) 993-5223  
 E-mail: [intlacct@gmu.edu](mailto:intlacct@gmu.edu)

- Do NOT complete if you are a U.S. Lawful Permanent Resident (Green Card Holder)
- To be attached to all applicable payment requests

1) LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE NAME: \_\_\_\_\_

2) SSN OR ITIN: \_\_\_\_\_ GMU ID#: \_\_\_\_\_ BIRTHDATE: \_\_\_/\_\_\_/\_\_\_ (mm/dd/yy)

**3) U.S. ADDRESS**

Street Line 1: \_\_\_\_\_

Street Line 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**4) FOREIGN PERMANENT ADDRESS (IN ENGLISH)**

Street Line 1: \_\_\_\_\_

Street Line 2: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

5) CITIZENSHIP COUNTRY: \_\_\_\_\_ PASSPORT #: \_\_\_\_\_ EXP. DATE: \_\_\_/\_\_\_/\_\_\_ (mm/dd/yy)

6) COUNTRY OF TAX RESIDENCE (if differ from citizenship country) \_\_\_\_\_ DATE STARTED: \_\_\_\_\_

**7) CURRENT IMMIGRATION STATUS** (check one):

- B-1 Visitor for Business    
  B-2 Visitor for Tourist    
  VWB Visa Waiver/Business    
  VWT Visa Waiver/Tourist  
 J-1 Visitor (cyrclce subtype): Student    Short-Term Scholar    Professor    Research Scholar    Other \_\_\_\_\_  
 F-1 Student     F-1 OPT     H1b Temporary Employee     Other (e.g. G-4, A-1, asylee, etc.) \_\_\_\_\_

**8) PRIMARY PURPOSE OF THE VISIT** (check one):

- Studying (Degree Program)    
  Teaching    
  Observing    
  Conducting Research  
 Studying (Non-Degree Program)    
  Lecturing    
  Consulting    
  Training    
  Other

**9) VISA HISTORY:**

- What is the actual date you entered the U.S. for THIS CURRENT activity? \_\_\_\_\_ (mm/dd/yy)
- What is the intended 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)
- 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)? \_\_\_\_\_ (Number of days)
- Have you ever been in the U.S. before?     Yes     No, skip next question below.
- 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:

Date of Entry (mm/dd/yy)	Date of Exit (mm/dd/yy)	Visa Status	J-1 Subtype if any	Primary Purpose	Treaty Benefits Taken?(yes/no)

**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 (mm/dd/yy): \_\_\_/\_\_\_/\_\_\_ E-mail address: \_\_\_\_\_

# FOREIGN NATIONAL INFORMATION FORM INSTRUCTIONS

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.

List your **GMU ID#** as assigned by George Mason University. It will begin with the letter G.

**Birthdate:** List your birthdate as mm/dd/yy.

3. **U.S. Address:** List your local U.S. address.
4. **Foreign Address:** List the address you consider to be your foreign permanent address in English.
5. **Country of Citizenship:** List your country of citizenship.

**Passport Number:** Enter your passport number.

**Pasport Expiration:** Enter the expiration date of your passport.

6. **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.**Current Immigration Status:** Check the type of immigration status that you currently hold.

7. **Immigration Status.** List the appropriate visa type that you currently hold

**For J-1:** Check the appropriate J-1 subtype. You can find this on your DS-2019.

8. **Actual Primary Activity:** Check only one activity.

9. **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.

**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.

**Office in the U.S.:** Please check the appropriate box. This includes any office at any locaton in the U.S. specifically identified with you. This is important for analysis of tax treaty benefits.