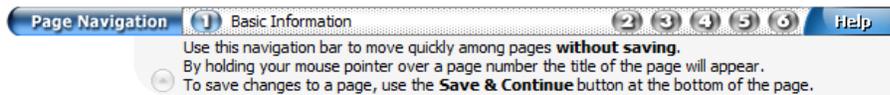


Foreign National Information System (FNIS) Tip Sheet

- 1- Make sure to complete the consent section for your forms to be transmitted electronically. We can then upload all of your forms to your FNIS account for easy viewing and printing.
- 2- Only fields that are in **bold** are mandatory. You can leave anything not bolded blank if you are unsure of the answer.
- 3- Print a copy of your FNIS summary for submission with your FNIS tax forms.

PAGE 1

- 4- If you do not yet have a SSN or ITIN taxpayer identification number, you can put “yes” you have applied for one since you will soon.
- 5- All ID numbers except the “Institution-Assigned ID Number” can be left blank. That will be your student or employee ID from your Northwestern Wildcard. If you do not have one yet, please leave it blank.



Step 1: Basic Information

- It is recommended that you click on the Help buttons as you tab through these forms.
- Required fields are in **Bold**.
- Once you click on the Save & Continue button, the current page is saved and can be returned to for further editing at any time before you complete data entry.

Full Name

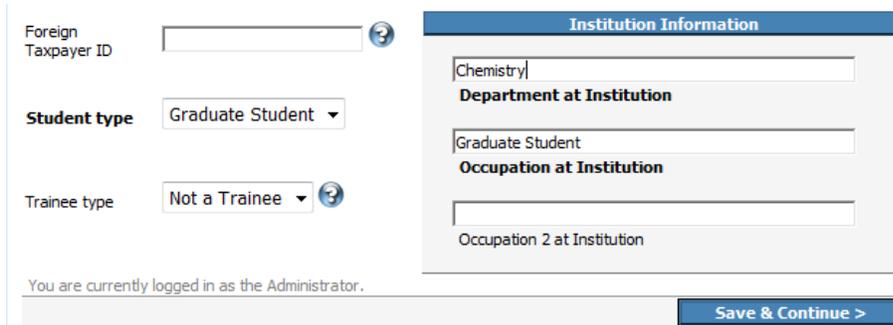
<input type="text"/>	<input type="text" value="JOHN"/>	<input type="text"/>	<input type="text" value="DOE"/>	<input type="text"/>
Title	First	Middle	Last	Post Title

Maiden Name

Identification

<input type="text"/>	<input type="text"/>
Social Security Number	If you do not have a U.S. SSN or ITIN, have you applied for one? <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> I have SSN or ITIN
<input type="text"/>	<input type="text"/>
Individual Taxpayer Identification Number	Payroll system
<input type="text" value="2900000"/>	<input type="text"/>
Institution-Assigned ID Number	Student system
<input type="text"/>	<input type="text"/>
Financial/Accounts payable system	<input type="text"/>
<input type="text"/>	<input type="text"/>
Visa/Immigration status system	

- 6- Put student type or select “not a student” if you are not enrolled in full-time classes at NU.
- 7- Occupation should be your position at NU, such as graduate student, postdoc, visiting scholar, professor, etc.



Foreign Taxpayer ID

Student type

Trainee type

Institution Information

Department at Institution

Occupation at Institution

Occupation 2 at Institution

You are currently logged in as the Administrator.

[Save & Continue >](#)

PAGE 2

- 8- “Date First Ever Entered U.S.” should be just that. The first time you entered the U.S. in your lifetime. We like to match that with the dates you enter on page 5, to assure you are listing all of the appropriate immigration records.
- 9- If you are in the U.S. alone and another U.S. taxpayer is not claiming you as a dependent, you can select “yes” to “Claiming Personal Exemption.”



Date First Ever Entered USA DD-Mon-YYYY

Claiming Personal Exemption Yes No Unknown

PAGE 4

- 10- “Are you the recipient of a foreign grant?” This would be “yes” if you are receiving grant money from a country outside the U.S.
- 11- “Have you proved to the IRS that you have a closer connection to a foreign country than to the USA?” This is a lengthy process that a tax attorney would have to help you with. If you are unsure, the answer is “no.”
- 12- Have you submitted an application to become a US lawful permanent resident?” This is related to becoming a greencard holder. Unless you won the greencard lottery and have applied, the answer is probably “no.”
- 13- “Are you engaged in a full-time program?” This is asking if you are a full-time student at Northwestern University.
- 14- “Do you wish to claim the treaty benefits if they are available?” If your country (country of tax residency) has a tax treaty with the US, which means you pay your taxes to your resident country instead of the US; do you want to claim it?

Self-Employment	Fill out this section only if you are self-employed.				
	Do you have an office regularly available to you in the USA?	<input type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Unknown	
Other Information	Are you the recipient of a foreign grant? (i.e. a non-service scholarship or fellowship)	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> Unknown	
	Have you proven to the IRS that you have a closer connection to a foreign country than to the USA?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> Unknown	
	Have you submitted an application to become a US lawful permanent resident?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> Unknown	
	Are you engaged in a full-time program?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Unknown	
	Do you wish to claim treaty benefits if they are available?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Unknown	

PAGE 5

15- On Page 5, enter all of your immigration details that apply. You don't need every entry and exit (for summer or winter break), but all visits as a whole.

- We need- ALL visits, even as a tourist, in the current year and past two years. In 2017 we would need visits for 2015-2017.
- Any F, M, J, or Q visits, even as a dependent, since 1985. This includes any previous student visits or as a F-2 or J-2 dependent.
- Your current status at Northwestern, using your projected completion date as your "last day in the U.S. in this status.

Make sure you do not miss entering all applicable visits since it will cause you to be taxed wrong!

Step 5: Visa/Immigration Status History

Please list all visa activity that satisfies any of the following criteria:

- Visa immigration activity within the past three calendar years.
- F, J, M or Q visa immigration activity since January 1, 1985.
- Visa immigration activity since January 1, 1985 for which you received treaty benefits.

When you are finished, click the **Continue** button at the bottom of the page.

Visa / Immigration Activity		
Visa Type/Immigration Status	Start Date	End Date
J-2 Exchange Visitor Dependent...	13-Jun-2010	12-Dec-2010
F-1 Student	10-Sep-2014	14-Jun-2019

To edit or delete a record, click on the **Visa Type/Immigration Status** entry for that record.

Add New Record

PAGE 6

16- Check box that you are submitting the information. You can email us, but we will also check for new records multiple times a day.