

Foreign National Information System (FNIS) Tip Sheet

After logging in, the system will ask you to consent to receive forms electronically. There are five pages that you will have to enter information into; the sixth page is the confirmation page, in which you will check the box and click submit. Once you have done this, you will be locked out of the form and unable to make any changes. Please ensure that you have reviewed the instructions and the information entered before submitting.

To begin click on Data Entry on the top right-hand side, if it does not open automatically, click on Basic Information.

BASIC INFORMATION

- 1- The system has highlighted all required information in red, although it is suggested that you enter as much information as possible.
- 2- Once you have completed all necessary fields the hazard symbol next to the category will change to a file folder.
- 3- If you do not yet have a Social Security Number or ITIN taxpayer identification number, you can leave it blank.

However, please review the Q&A on the first page for more information first.

- 4- The system asks for several different types of ID numbers (Payroll System, Student System, Organization ID, and Financial/Accounts Payable System). The only ID number needed is the Organization ID, which is your student or employee ID from Northwestern. This is the seven-digit number on the front of your Wildcard. If you do not have one yet, please leave it blank.
- 5- Occupation should be your position at NU, such as graduate student, postdoc, visiting scholar, professor, Temp employee, etc.
- 6- If you are to be a regular NU employee, you can enter your job title.

Foreign National Information System

THOMSON REUTERS

Home Data Entry IRS Forms Account Configuration Contact Admin Help Logout

DATA ENTRY

BASIC INFORMATION

Basic Information

Individual Information

Address Information

Additional Information

Immigration Status History

Confirmation

View Data

Full Name

Title * PCOLLY

First Name * PCOLLY

Middle Name * MARIE

Last Name * POCKET

Post Title *

Maiden Name *

Identifiers

Social Security Number *

Individual Taxpayer Identification Number *

If you do not have a U.S. SSN or ITIN, have you applied for one?

Yes No I have SSN or ITIN

Organization ID * 0012345

Payroll System *

Financial/Accounts Payable System *

Student System *

Visa/Immigration Status System *

Foreign Taxpayer ID *

Student/Trainee Type

Student Type * [dropdown]

Trainee Type * [dropdown]

Institution Information

Department at Institution *

Occupation at Institution *

Occupation 2 at Institution *

Edit Cancel Save Changes

INDIVIDUAL INFORMATION

- 1- "Date First Ever Entered U.S." should be just that. The first time you entered the U.S. in your lifetime.
- 2- If you have not yet entered the U.S., then you can enter the date in which you intend to land or you can wait until after you arrive to complete this process.
- 3- 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."

INDIVIDUAL INFORMATION

Date of Birth *

Marital Status
 Married Single Unknown

Skip this section if you answered "Single" to the previous question.

Is your spouse in the United States? * Yes No Unknown

Does your spouse have any gross income from the United States? * Yes No Unknown

Is your spouse claimed as dependent by another taxpayer for United States tax purposes? * Yes No Unknown

Dependents
(not counting yourself)

Complete the dependents section only if any of the following conditions apply to you:

If you are a national of American Samoa, the Northern Mariana Islands, or the US Virgin Islands, or are a tax resident of Canada or Mexico, enter your total number of dependents.

If you are a tax resident of the Republic of Korea (South), enter your total number of dependents who were with you in the USA at some time in the calendar year.

If you are a resident of India who entered the USA for the primary purpose of studying/acquiring training, enter your number of dependents who are US citizens or residents.

Home Telephone in USA * Extension Daytime Telephone in USA * Extension

Fax Number *

Email Address *

Date First Ever Entered USA *

Claiming Personal Exemption * Yes No Unknown

ADDRESS INFORMATION

1. A U.S. address is required.
2. If you have not yet arrived in the U.S., you can complete this process after you arrive and have all the necessary information.

ADDITIONAL INFORMATION

- 1- "Are you the recipient of a foreign grant?" This would be "yes" if you receive grant money from a country outside the U.S.
- 2- "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."
- 3- Have you applied to become a US lawful permanent resident?" This is related to becoming a green card holder. Unless you entered and won the Green Card Lottery (Diversity Immigrant

Visa Program), the answer is “no.”

- 4- “Are you engaged in a full-time program?” This is asking if you are a full-time student.
- 5- “Do you wish to claim the treaty benefits if available?”
- 6- If the country in which you last paid taxes has a tax treaty with the US, (this could mean you will pay lower taxes or no taxes to the U.S.) Do you want to claim it?

☰ ADDITIONAL INFORMATION

Country of Passport/Citizenship * 

Passport Number *

Passport Expiration Date * 

Are you also a U.S. citizen?

Yes No Unknown

Country of Tax Residence * 

Self-Employment

Fill out this section only if you are self-employed.

Do you have an office regularly available to you in the USA? 

Yes No Unknown

Other Information

Are you the recipient of a foreign grant? (i.e. a non-service scholarship or fellowship) 

Yes No Unknown

Have you proven to the IRS that you have a closer connection to a foreign country than to the USA? 

Yes No Unknown

Have you submitted an application to become a US lawful permanent resident? 

Yes No Unknown

Are you engaged in a full-time program? 

Yes No Unknown

Do you wish to claim treaty benefits if they are available? 

Yes No Unknown

 Edit  Cancel  Save Changes

IMMIGRATION STATUS HISTORY

- 7- On this, enter **ALL** your immigration details. You do not need every entry and exit (for summer or winter break), but **ALL VISITS**.
 - a. For example, if you visited the U.S. for a few days back in 2015 with a B1 visa, enter that as one new record.
 - b. Any visits, even as a dependent, since 1985. This includes any earlier student visits or as an F-2 or J-2 dependent, etc.
 - c. Your current status at Northwestern, using your projected completion date as your “last day in the U.S. in this status.”
 1. Once again, for example, if your program dates listed on your I-20 are from September 7, 2022, to June 7, 2026, then you will enter this as one record with June 7, 2026, as your last day in the U.S.
 2. If for example, your program dates on your I-20 have passed, September 7, 2021, to August 7, 2023, but you are on OPT then you will enter the dates on the I-20 as one record. Then the dates on your EAD card as another record, with the first date in the U.S begin the first date on your card and end date on your card being your last day in the US.

VISA/IMMIGRATION STATUS HISTORY

Please add all Visa/Immigration statuses that satisfy 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.

Visa/ Immigration Activity

[+ Add New Record](#) [Continue](#)

Visa Type/ Immigration Status	Start Date	End Date	Action
F-1 Student	07-Sep-2021	07-Aug-2023	✎ ✖
F-1 Student	01-Sep-2023	07-Sep-2024	✎ ✖

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

CONFIRMATION

- 8- Please make sure you have entered everything correctly. Check box that you are submitting the information. You can email us, but we will also check for new records multiple times a day.
- 9- If any information is missing your FNIS will be rejected and you will receive a detailed email with instructions on what error needs to be fixed.