

**PLEASE COMPLETE THIS FORM IN ITS ENTIRETY. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT PAYROLL**

**Check one of the following:**

**Initial Submission** - Part of the USF Appointment Package.

**Update** – Required only if any information in sections B, C or D changes during person's stay in the United States.

**Please attach a photocopy of the following to this form:**

✓ Social Security Card ✓ United States Visa ✓ Passport ✓ I-94 Departure Record ✓ I-20, DS2019 or I-797 (Immigration Documents)

**SECTION A – General Information**

**Last Name/Surname**

**First Name**

**Middle Initial**

**Date of Birth**

**United States Local Street Address**

Address Line 1

Address Line 2

City

State

Zip Code

Telephone Number

Email Address

**Foreign Residence Address**

Address Line 1

Address Line 2

City

Region/Province

Postal Code

Country

**NOTE: IF YOU CHANGE YOUR ADDRESS, YOU MUST NOTIFY PAYROLL AT [PayrollHelpDesk@usf.edu](mailto:PayrollHelpDesk@usf.edu)  
An address change in Oasis or GEMS does NOT change your address in our foreign national system.**

**FOR PAYROLL USE ONLY**

FICA Exempt

GEMS

Windstar

RA Date

Entered

Verified

**SECTION B – Visa & Passport Information**

**Visa Control Number**

**Visa Issue Date**

**Visa Type – SELECT ONE:**

B-1 Canadian Walk Over

EAD

J-1 Short Term Scholar

B-2 H-1B

F-1 Student

J-1 Professor

WB TN

J-1 Student

J-1 Alien Physician

WT O-1

J-1 Research Scholar

J-1 Intern

Other (please specify)

**Primary Purpose/Activity of Visit – SELECT ONE:**

Studying in a degree program

Clinical Activities

Studying in a non-degree program

Conducting Research

Lecturing

Acquiring Training

Consulting

Temporary Employment

Teaching

Other (please specify)

**Country of Citizenship**

**Country Issuing Passport**

**Passport Number**

**Passport Expiration Date**

## SECTION C – Visa Immigration Activity

What is the actual date you entered the United States listed on your **CURRENT VISA TYPE**?

What is the start date and end date of your primary purpose/activity indicated on your current I-20, DS2019 (IAP-66) or I-797 (Immigration Document)?

Start Date

End Date

**United States Visa Immigration History (add additional sheets if necessary)**

- ✓ List **ALL** visits (entry to & exit from) the United States since January 1, 1988. List **ALL** Visa types, including B1 and B2. Include short breaks for vacations home during semester breaks.
  - To obtain your I-94 form to prove your legal visitor status in the U.S., please visit <https://i94.cbp.dhs.gov>

Date of US Entry	Date of US Exit	Visa Type	Primary Purpose of Stay	Have you taken any treaty benefits?	
				Yes	No
				Yes	No
				Yes	No
				Yes	No
				Yes	No

## SECTION D – Residence Status for Tax Purposes

**Prior to your current visit to the US, in what country were you employed and paying taxes?**

**Please check the appropriate box. If you are unsure, leave blank and the Payroll Tax Administrator will determine your status:**

I am a US Permanent Resident. Alien Registration Receipt Card (Green Card) Number:

I am or have been classified previously as a Resident Alien for tax purposes.

I am a Non-Resident Alien for tax purposes. I do not meet the requirements for tax residence in the United States.

## SECTION E – To be filled out by individuals receiving Honorarium Payments

Is the activity to receive the Honorarium to last more than 9 days? Yes No

Did you receive the Honorarium from more than 5 organizations in the prior 6 months? Yes No

Is the activity to be performed a normal academic activity? Yes No

## CERTIFICATION

I certify that all of the above information is true and correct. I understand that if my "Passport & Visa Information" changes, I must submit a new Foreign National Information Form reflecting the changes to the Payroll Tax Administrator in the University's Payroll Department (SVC0077) at the University of South Florida 4202 E. Fowler Avenue Tampa, FL 33620.

**THIS FORM IS NOT VALID WITHOUT SIGNATURE**

Signature

Date

For a list of United States Tax Treaty countries, go to [www.irs.gov](http://www.irs.gov) and search for Publication 519 US Tax Guide for Aliens.