

# HARVARD UNIVERSITY FOREIGN NATIONAL INFORMATION FORM (FNIF)

## Department/ Preparer use only

Department contact \_\_\_\_\_ Phone# \_\_\_\_\_

Pay Group (People Soft) \_\_\_\_\_ A/P Payment/ Reimbursement (Oracle) \_\_\_\_\_

## FOR ASSISTANCE CONTACT

University Financial Services (UFS)  
1033 Mass Ave, 2<sup>nd</sup> floor tel: (617) 495-8500  
Cambridge, MA 02138 fax: (617) 495-3600  
[nrtax\\_ufs@harvard.edu](mailto:nrtax_ufs@harvard.edu)

For Vendor Setup:  
[vendorsetup\\_ufs@harvard.edu](mailto:vendorsetup_ufs@harvard.edu)

- Check One:**
- Initial Submission** - Required prior to first payment.
  - Update** - Required only if any information in Section B, C or D changes during individual's stay in U.S.

## **SPECIAL NOTE FOR VISITORS ON J-VISAS:**

Visitors on J visas not sponsored by Harvard University **MUST** obtain written permission from the International Office of their sponsoring institution PRIOR TO receiving honoraria or service payments (including employee compensation) from Harvard.

## **SPECIAL NOTE FOR VISITORS ON TN, H-1B or O VISAS:**

Visitors on TN, H-1B or O visas not sponsored by Harvard University may **NOT** receive honoraria or service payments (including employee compensation) from Harvard.

**\*\*\* A copy of your I-94 Departure Record (a small white card inside your passport), a copy of your U.S. Visa from your passport, and a copy of your I-20, DS2019 or I-797 (immigration documents), if applicable, must be attached to this form. \*\*\***

## Section A – General Information

1. Last Name/Surname \_\_\_\_\_ Middle Initial \_\_\_\_\_ First Name/Given Name \_\_\_\_\_
2. U.S. Social Security Number or U.S. Individual Taxpayer Identification Number \_\_\_\_\_
3. Harvard I.D. Number \_\_\_\_\_
4. United States Address  
Line 1 \_\_\_\_\_  
Line 2 \_\_\_\_\_  
Line 3 \_\_\_\_\_  
City/Town \_\_\_\_\_  
State \_\_\_\_\_  
Zip/Postal Code \_\_\_\_\_
5. Foreign Address  
Line 1 \_\_\_\_\_  
Line 2 \_\_\_\_\_  
Line 3 \_\_\_\_\_  
City/Town \_\_\_\_\_  
Region/Province \_\_\_\_\_  
Zip/Postal Code \_\_\_\_\_
6. Telephone \_\_\_\_\_ Country \_\_\_\_\_  
Email Address \_\_\_\_\_ (an email address and telephone # is needed for future correspondence)

## Section B – Residence Status for Tax Purposes

Check the appropriate box below to indicate your residence status for tax purposes only.

**If you do not know your tax residency please leave blank. UFS will determine your status upon review of this form.**

7.  I AM A PERMANENT RESIDENT. Provide the alien number as shown on the front of your **Alien Registration Receipt Card**. (Green Card) #A \_\_\_\_\_ and proceed to Section E - Certification.
8.  I AM OR HAVE BEEN CLASSIFIED PREVIOUSLY AS A RESIDENT ALIEN FOR TAX PURPOSES.
9.  I AM A NONRESIDENT ALIEN FOR TAX PURPOSES.  
I DO NOT meet the requirements for tax residence in the United States of America.
10. **If you are a nonresident alien for tax purposes, what is your country of "tax residency"?** \_\_\_\_\_

**Note: If you checked Box 8 or 9 in this section you must complete Section C.**

**Section C – Passport and Visa Information**

**No entry to U.S. (Proceed to “Certification” section below)**

11. Visa Type – Select One:

- B-1       WB (Visa Waiver for Business)       J-1 Research Scholar       H-1B       J-1 Student
- B-2       WT (Visa Waiver for Tourism)       J-1 Short Term Scholar       TN       F-1 Student
- Canadian Walk-over (No visa)       J-1 Professor       O-1       Other, please specify \_\_\_\_\_

12. If you have a **F, J, H, TN, O, L, P, A or G Visa** indicate the **Sponsoring Institution** listed on your immigration documents \_\_\_\_\_

13. Primary Purpose/Activity of Visit - Select one:

- Studying in a degree program       Consulting       Conducting Research
- Studying in a non-degree program       Teaching       Acquiring Training
- Lecturing       Clinical Activities       Temporary Employment
- Other, please specify \_\_\_\_\_

14. Country Issuing Passport \_\_\_\_\_ Country of Citizenship \_\_\_\_\_

15. Passport Number \_\_\_\_\_ Visa Number (RED NUMBER) \_\_\_\_\_

**Section D – Visa Immigration Activity (Substantial Presence Test)**

16. What is the original date you entered the United States on your current visa? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Month                      Day                      Year

17. What is the start date and end date of your primary purpose/activity indicated on your current I-20, DS2019 or I-797 (immigration document)?

**Start Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      **End Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Month                      Day                      Year                      Month                      Day                      Year

18. Visa Immigration History – Enter all your visits to the United States on any visa except a B-1/WB or B-2/WT visa (If you are currently on a B-1/WB or B-2/WT visa, you do NOT need to complete this section.) Note: F and J students do not need to document short vacations home during semester breaks.

Date of Entry	Date of Exit	Visa Type	Primary Purpose or Activity/ Exchange Visitor Category	Have you ever taken any Treaty Benefits?	
___/___/___	___/___/___	_____	_____	___ Yes	___ No
___/___/___	___/___/___	_____	_____	___ Yes	___ No
___/___/___	___/___/___	_____	_____	___ Yes	___ No
___/___/___	___/___/___	_____	_____	___ Yes	___ No
___/___/___	___/___/___	_____	_____	___ Yes	___ No

**Section E – Tax Treaty Exemption Information – IRS Forms 8233 and W-8BEN**

**\*\*You must have a Social Security Number or Individual Taxpayer Identification Number to apply for a tax treaty benefit.\*\***

*Payments to nonresident aliens for services performed or benefits received within the U.S. may be subject to a maximum withholding tax rate of 30%. If you are a nonresident alien and believe that you may qualify for a tax treaty exemption, additional forms (IRS Form 8233 or IRS Form W-8BEN) must be submitted with this completed “Foreign National Information Form”. IRS Forms 8233 and W-8BEN may be downloaded from ABLÉ or at the IRS website [www.irs.gov/prod/forms\\_pubs/](http://www.irs.gov/prod/forms_pubs/)*

**IRS Form 8233** is used by nonresident aliens to claim exemption from withholding on compensation for Independent Personal Services and some Dependent Personal Services. The exemption must be based on a tax treaty to which the United States is a party. Part I of the form must be filled out completely. UFS will determine if the payee is eligible for the exemption per IRS regulations and University administrative procedures. UFS will complete Part II of the form and apply for the exemption. A new Form 8233 must be submitted for each calendar year with the “Foreign National Information Form” (FNIF) annual update. **FAXED copies cannot be accepted.**

**IRS Form W-8BEN** is used by nonresident aliens to claim exemption from withholding on other types of income (e.g., royalties, grants, scholarships, fellowships). Contact UFS to determine if the Form W-8BEN is appropriate for the income being paid. The exemption must be based on a tax treaty to which the United States is a party. The form must be filled out completely. UFS will determine if the payee is eligible for the exemption per IRS regulations and University administrative procedures. **FAXED copies cannot be accepted.**

**-----Certification-----**

I certify that all of the above information is true and correct. I understand that if my "Passport and Visa Information" or "Residence Status for Tax Purposes" changes, I must submit a new "Foreign National Information Form" reflecting the changes to: University Financial Services, 1033 Massachusetts Ave., 2<sup>nd</sup> floor, Cambridge, MA 02138.

Signature \_\_\_\_\_

Date \_\_\_\_\_