



## FOREIGN NATIONAL DATA FORM

**All foreign national visitors must complete this form and submit to the Foreign National Employment Office in the Division of Human Resources before any type of payment will be processed through the University (i.e. payroll, assistantship, honorarium, travel, lodging, reimbursement expenses, etc.).**

Failure to provide the requested information will delay the process and/or payment to or on behalf of the visitor. ALL applicable questions must be answered. Incomplete forms will delay the clearance and verification process.

**Refer to the instructions page to complete the Foreign National Data Form and confirm the required supporting documentation that must be submitted along with the completed form.**

### SECTION 1: Personal Information

Gender  Male  Female

\_\_\_\_\_  
Last/Family Name                      First Name                      Middle Name

\_\_\_\_\_  
U.S. Federal ID# (i.e. social security number)      NCA&TSU Banner ID#                      Date of Birth (mm/dd/yyyy)

### SECTION 2: Contact Information

Telephone Number  
Local \_\_\_\_\_ University (if applicable) \_\_\_\_\_

Email Address  
NCA&TSU \_\_\_\_\_ Alternate \_\_\_\_\_

### SECTION 3: U.S. Local Address

Address \_\_\_\_\_  
\_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

### SECTION 4: Foreign Residence Address

Address Line 1 \_\_\_\_\_  
Address Line 2 \_\_\_\_\_  
City \_\_\_\_\_ Province/Region \_\_\_\_\_  
Country \_\_\_\_\_ Postal Code \_\_\_\_\_

### SECTION 5: Citizenship, Residency and Passport Information

\_\_\_\_\_  
Country of Birth                      Country of Citizenship                      Country of Permanent Residence

\_\_\_\_\_  
Country Issued Passport                      Passport #                      Visa # (# located bottom right on visa page)

### SECTION 6: Current Immigration Status in U.S.

F-1 Student                       TN Professional  
 J-1 Exchange Visitor                       J-2 Spouse or Child of Exchange Visitor  
 H-1 Temporary Employee                       Other: \_\_\_\_\_

### SECTION 7: If Immigration Status is J-1, What is the Subtype?

Student                       Professor  
 Short-term Scholar                       Research Scholar  
 Other \_\_\_\_\_



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### SECTION 8: Primary Purpose of This Visit

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> 01 Studying in Degree Program     | <input type="checkbox"/> 05 Observing           | <input type="checkbox"/> 09 Demonstrating Special Skills |
| <input type="checkbox"/> 02 Studying in Non-Degree Program | <input type="checkbox"/> 06 Consulting          | <input type="checkbox"/> 10 Clinical Activities          |
| <input type="checkbox"/> 03 Teaching                       | <input type="checkbox"/> 07 Conducting Research | <input type="checkbox"/> 11 Temporary Employment         |
| <input type="checkbox"/> 04 Lecturing                      | <input type="checkbox"/> 08 Training            | <input type="checkbox"/> 12 Here with Spouse             |

### SECTION 9: Student Type and Financial Sponsorship {This section for NCA&TSU students only}

- Undergraduate     Masters     Doctoral     Other \_\_\_\_\_
- Will you receive any financial sponsorship from the University (i.e. assistantship, on campus job)?     Yes     No
- If yes, specify.     Graduate Assistant     On Campus Employment    Sponsoring Department \_\_\_\_\_

### SECTION 10: Sponsoring Department & Income for Activity {Skip this section if you are a NCA&TSU student}

- Sponsoring Department \_\_\_\_\_ Department Contact \_\_\_\_\_
- Is the sponsoring department providing any pay compensation directly to you?     Yes     No
- Is the sponsoring department providing any reimbursement expenses to you?     Yes     No
- Is the sponsoring department providing any travel/lodging or per diem expenses on your behalf?     Yes     No

### SECTION 11: Country of Tax Residence

- Do you have tax liability in your country of citizenship?     Yes     No     Not Applicable
- Is your country of tax residence the same as your country of citizenship?     Yes     No     Not Applicable
- If no, specify country: \_\_\_\_\_
- When did tax residency end? Specify month/year. \_\_\_\_\_

### SECTION 12: For Consultant/Self-Employed Individuals    Not Applicable (Not a consultant or self-employed)

- Do you or will you have an office (fixed base) in the U.S.?     Yes     No
- If "yes", how many days in this tax year will you have the office (fixed based)? \_\_\_\_\_ # of days

### SECTION 13: Spouse Information    Not Applicable (No spouse or children in U.S.)

- Spouse in U.S.?     Yes     No    Number of children in U.S. \_\_\_\_\_

### SECTION 14: Entry and Activity Dates

- What is the actual date you entered the United States? (I-94/Stamp Entry Date) \_\_\_\_\_ mm/dd/yyyy
- What is the start date of your immigration status or primary activity? \_\_\_\_\_ mm/dd/yyyy
- What is the projected end date of your immigration status or primary activity? \_\_\_\_\_ mm/dd/yyyy

### SECTION 15: Visits to the U.S.

- Have you visited the U.S. prior to your current entry date?     Yes     No    If yes, specify below.
- Include any visits to the U.S. for the last eight (8) years in any entry status.**

| Date of Entry<br><small>(month/date/year)</small> | Date of Exit<br><small>(month/date/year)</small> | Visa Status<br><small>(B-1, WB, F-1, J-1, H-1, etc.)</small> | Primary Activity<br><small>(Refer to Section 7 for Categories)</small> | Did you take any treaty benefits? |                             |
|---|--|--|--|-----------------------------------|-----------------------------|
|   |  |  |  | <input type="checkbox"/> Yes      | <input type="checkbox"/> No |
|   |  |  |  | <input type="checkbox"/> Yes      | <input type="checkbox"/> No |
|   |  |  |  | <input type="checkbox"/> Yes      | <input type="checkbox"/> No |
|   |  |  |  | <input type="checkbox"/> Yes      | <input type="checkbox"/> No |
|   |  |  |  | <input type="checkbox"/> Yes      | <input type="checkbox"/> No |
|   |  |  |  | <input type="checkbox"/> Yes      | <input type="checkbox"/> No |
|   |  |  |  | <input type="checkbox"/> Yes      | <input type="checkbox"/> No |

### Certification

I hereby certify that all the above information is true and accurate. I understand that if my status changes from that which I have indicated on this form, I will immediately notify the Foreign National Employment Office in the Division of Human Resources.

\_\_\_\_\_  
Signature (required)

\_\_\_\_\_  
Date



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### INSTRUCTION PAGE

**Supporting Documentation:** Attach copy of valid passport information, visa, I-94 (front/back) and Form I-20/DS-2019

- **Section 1: Personal Information**
  - Select gender, if male or female
  - List Full Name (Last/Family, First, and Middle)
  - Enter United States Social Security Number (SSN) issued by the U.S. Social Security Administration.  
**NOTE: All employees must have a US Social Security Number**
    - Do not list numbers not assigned by U.S. Social Security Administration
    - If you do not have a SSN, but have been issued an Individual Tax Identification Number (ITIN) by the Internal Revenue Service (IRS) – Enter here
    - If SSN not yet received, attach proof that you have filed with the Social Security Administration
  - Enter Banner ID # assigned to all NCA&TSU employees and/or students
- **Section 2: Contact Information**
  - Telephone Number: List local telephone number (i.e. cell phone, home, or contact) and/or University Department telephone number (if applicable)
  - Email Address: List email address issued by NCA&TSU and list an alternate email address (i.e. @gmail.com, hotmail.com, yahoo.com)
- **Section 3: U.S. Local Address**
  - List local address in the United States (home address or hotel address for short-term visitors)
- **Section 4: Foreign Residence Address**
  - List your non-U.S. address (residential address in foreign place of residence)
- **Section 5: Citizenship and Passport Information**
  - List Country of Citizenship: If you have dual citizenship, please list all applicable countries
  - List Country of Permanent Residence
  - List country of authority under which your passport was issued
  - Enter your passport number
  - Enter your visa number (this number is located bottom right on visa page)
    - If entered under WB visa waiver program, you will not have visa number
- **Section 6: Current Immigration Status in U.S.**
  - Check the type of immigration status you currently hold
- **Section 7: If Immigration Status is J-1; What is the Subtype?**
  - Check the appropriate J-1 subtype (Listed on Form DS-2019 as Exchange Visitor Category)
- **Section 8: Primary Purpose of This Visit**
  - Check **applicable** activity(s)
- **Section 9: Student Type and Financial Sponsorship**
  - Select appropriate degree level or specify other
  - Check yes or no if you will receive an assistantship or work on campus through a NCA&TSU department
  - If checked yes, specify type of employment and list name of employing department
- **Section 10: Sponsoring Department and Income for Activity**
  - List department that extended invitation for visit/activity at NCA&TSU and department contact person
  - Check yes or no if you will receive any direct payment for activity (i.e. honorarium, etc.)
  - Check yes or no if you will receive any type of reimbursement expenses (i.e. travel, lodging, etc.)
  - Check yes or no if the sponsoring department will pay direct expenses on your behalf (i.e. travel, lodging, etc.)
- **Section 11: Country of Tax Residence** (DO NOT include USA)
  - Check yes or no.
  - Check yes or no. If no, list country where you last paid taxes as a resident
  - Check “not applicable” if there are no require tax payments in home country or country of residency
- **Section 12: For Consultant / Self-Employed Individuals**
  - Check the appropriate box. This includes any office at any location specifically identified with you
- **Section 13: Spouse Information**
  - Check “not applicable” if you have no spouse or children in the U.S.
  - Check yes or no to confirm if spouse in the U.S. and/or list the number of children in U.S. (if applicable)
- **Section 14: Entry and Activity Dates**
  - List **actual date** you entered the United States: Use the last issued I-94; otherwise specify by last entry date stamp in passport (received at port-of-entry per last arrival in U.S.)
  - List **start date** of your immigration status
  - List **end date** of your immigration status
- **Section 15: Visits to the U.S.**
  - Check yes or no if you have ever visited the U.S prior to the current entry date
  - List all/any visits to the U.S. within the last eight (8) years and state the visa status of each visit
    - Start with most current entry date
- **CERTIFICATION**
  - Review the Foreign National Data Form to ensure that all information is complete and accurate prior to signature. This section must have an original signature and date