THE NEW SCHOOL A UNIVERSITY

FOREIGN NATIONAL DATA SHEET (FNDS)

This form is to be filled out by any Foreign National (anyone who is NOT a US Citizen or Green Card Holder) to determine whether an employee is to have taxes withheld based on their residency status, and the tax treaty that we have with their home country.

This form MUST be completed and submitted before you can receive any form of payment.

A copy of: Your **Social Security** Card or a letter of application from the Social Security Administration, both sides of your **1-94 Form**, your **VISA**, the picture page of your **passport**, and an **I-20** or **DS2019** form must be submitted with this form.

Section 1: Personal Data & Employment Information

1. Last Name: _____ **2. First Name:** _____

3. Social Security Number: _____ **OR Has Applied for SSN & Receipt Attached:** ☐

4. Date of Birth : _____ **5. Division where you will be employed:** Select One: _____

(Enter your date of birth as MM/DD/YYYY, example: 01/01/1978)

6. Supervisors Name: _____ **7. Position/Title:** _____

(ex. Professor of Philosophy, Research Assistant, etc.)

7. Estimated Employment Income: _____

(Estimate what your income will be from employment for the entire calendar year, January through December. Even if you are not sure, ENTER SOMETHING)

8. U.S Address:

Street

Apartment #

City, State, Zip

Home Phone Number

Foreign Address:

Street

Apartment #

City, Province, Country

E-mail Address

(you will receive important emails about your tax forms at this email address)

Section 2: Home Country Data & Visa Information

9. Country of Citizenship: Select One: _____ **10. Country that issued Passport:** Select One: _____

11. Passport #: _____ **12. Passport Expiration Date:** _____

13. Visa #: _____

(This is the RED number on your Visa)

14. Current Visa Begin Date: _____ **15. Current Visa End Date:** _____

(This date can be found on the stamp on your I-94: Use MM/DD/YYYY) *(This date is the End Date on your I-20, DS-2019, or I-129: Use MM/DD/YYYY)*

16. Visa Status/Immigration Type

- ☐ F-1 Student
- ☐ J-1 Exchange Visitor
- ☐ H-1 Temporary Employee
- ☐ Other

16B. If "Other," did the New School sponsor your Visa?

☐ Yes ☐ No

_____

(If no, indicate your sponsoring institution)

17. If Immigration Status is J-1, what is primary purpose?

- ☐ Student
- ☐ Professor
- ☐ Research Scholar
- ☐ Short Term Scholar

18. If a Student, what type?

- ☐ Undergraduate
- ☐ Graduate
- ☐ Post-Doctoral

19. What is the Primary Purpose of your visit?

- ☐ Studying in a Degree Program
- ☐ Studying in a Non-Degree Program
- ☐ Teaching
- ☐ Lecturing
- ☐ Conducting Research
- ☐ Training
- ☐ Temporary Employee
- ☐ Here with Spouse

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Section 3: Previous Visas & Verification

20. Please list any U.S Immigration Activity you've had in the last 3 calendar years and ALL F, J, M or Q Visa's you've had since 01/01/85:

If you are on your *first* Visa, Skip this step.

Visa Type/Immigration Status (F-1, J-1, etc.)	If J-1, Subtype (Student, Professor, etc.)	Primary Purpose (Studying, Teaching, etc.)	Date you arrived in the US in this status (mm/dd/yy)	Date you left the US in this status (mm/dd/yy)	If you were employed, did you take a treaty benefit in this status?
EXAMPLE: J-1	Student	Studying in a degree program	08/26/02	05/31/03	NO
Previous Visa Type:	J-1 Subtype:	Primary Purpose:			YES NO
Previous Visa Type:	J-1 Subtype:	Primary Purpose:			YES NO
Previous Visa Type:	J-1 Subtype:	Primary Purpose:			YES NO
Previous Visa Type:	J-1 Subtype:	Primary Purpose:			YES NO

If your country has a tax treaty with the U.S., but you elect NOT to use these benefits, please sign and date below.

Signature:_____ Date:_____

(This option is most applicable to those who are citizens of the countries that have a one-time only teacher/researcher clause in their tax treaties. These are: China, Czech Republic, France, Indonesia, Jamaica, Portugal, and Slovak Republic.)

I hereby certify that all of the information that I provided on this form is true and correct. I understand that if my status changes from that which I have indicated on this form, I must submit a **new Foreign National Data Sheet** to Human Resources.

Signature:_____ Date:_____

Make sure you attach copies of the following supporting documents to this form:

1.) ☐ Your Social Security Card OR a receipt letter from the Social Security Administration stating that you have applied for a SSN
2.) ☐ Your I-94
3.) ☐ Your Visa (unless you are Mexican or Canadian and do not have one)
4.) ☐ Your Passport picture page
5.) ☐ Your current I-20 (for F-1 Visa) OR DS-2019 (for J-1 Visa) OR I-129 (for H1-B Visa)

Please be advised: A failure to attach copies of *any one* of these documents to this form when you submit it will result in delayed processing and missed payments.

When completed, send this form along with copies of supporting documents to Human Resources at 79 Fifth Avenue, 18th Floor. If you have questions, please e-mail Foreign National HR Help at: FNHRHELP@newschool.edu

Print Form