

FOREIGN NATIONAL INFORMATION COLLECTION FORM

FOREIGN NATIONAL: Anyone who is not a United States citizen or a US Permanent Resident (Green Card holder)

Who Should Complete the Information Collection Form: Any foreign national physically present in the U.S., who receives payment of any type from The New School.

Purpose: The data provided on the Foreign National Information Collection form is used to determine (based on whether or not a tax treaty exists between the United States and the individual's native country), if the student worker/employee or independent contractor will be required to pay taxes while residing in the United States or will pay taxes at a later date in his/her native country.

STEP 1:

Legible copies of the supporting documentation must be accompanied with the form:

- Social security card (If you do not have a Social Security Card, you must submit proof that you have applied for a card. Contact the International Student Services Office for assistance in applying for a Social Security Card.)
- Passport
- Visa documents
- I-94 Departure Record (front and back)
- I-20: Certificate of Eligibility for Nonimmigrant (F-1) Student Status/ SEVIS
- or DS2019: Certificate of Eligibility for Exchange Visitor (J Visa).

STEP 2:

Human Resources will contact you via email when the tax forms are ready to be signed.

After you submit your Foreign National Information Collection Form, please watch for an email from youmellM@newschool.edu. Until you come in to Human Resources to sign your tax forms, *you will not be paid*. The tax forms will be available at the Reception Desk.

STEP 3:

You will be paid after your paperwork has been completed and processed.

If you are an hourly employee, please submit your timesheet according to the Payroll deadline.

The Payroll schedule is listed on the New School website www.newschool.edu.

For questions regarding this process, please contact MaryCatherine Youmell. Phone: (212) 229-5671 ext 4951. E-mail: youmellM@newschool.edu

KEEP THIS PAGE FOR YOUR RECORDS

FOREIGN NATIONAL INFORMATION COLLECTION FORM

This form MUST be completed and submitted before you can receive any form of payment.
All applicable questions below must be answered. A copy of: both sides of your 1-94 Form, your US VISA from your passport, the picture page of your passport, and an I-20 or DS2019 form must be submitted with this form.

(1) Last or Family Name _____ First _____ Middle _____

(2) Social Security/ITIN # _____ / _____ / _____

(3) Date of Birth: _____ / _____ / _____

(4) New School Id: N _____

(5) U.S. LOCAL ADDRESS:

(5) _____
 (5) _____
 (5) City _____ State _____ Zip Code _____
 (5) Email: _____
 (5) Phone: _____

(5) FOREIGN RESIDENCE ADDRESS:

(6) _____
 (6) _____
 (6) City _____
 (6) Postal Code: _____ Province/Region: _____
 (6) Foreign Country: _____

(7) Country of Citizenship: _____ County that Issued Passport: _____

(8) Passport #: _____ (9) Passport Exp. Date _____ (10) Visa # _____ (11) Visa Exp. Date _____
 (# at the bottom right hand corner of your VISA - not the Control # that begins with a year)

(12) IMMIGRATION STATUS:

- B-1 Visitor for Business
- B-2 Visitor for Pleasure
- F-1 Student
- J-2 Spouse or Child of Exchange Visitor
- J-1 Exchange Visitor
- H-1 Temporary Employee
- O-2 Personnel Accompanying O-1 Alien
- O-1 Alien of Extraordinary Arts Ability
- P-1 Int'l. Renowned Performing Group
- P-3 Culturally Unique Performers/Groups
- WT Visa Waiver
- Other _____

(13) IF IMMIGRATIONS STATUS IS J-1, WHAT IS THE SUBTYPE?

- 01 Student
- 05 Professor
- 12 Research Scholar
- 02 Short Term Scholar

(14) IF A STUDENT, WHAT TYPE?

- Undergraduate
- Masters
- Doctoral
- Other _____

(15) WHAT IS THE PRIMARY ACTIVITY OF THE VISIT?

- 01 Studying in a Degree Program
- 02 Studying in a Non-Degree Program
- 03 Teaching
- 04 Lecturing
- 05 Observing
- 06 Consulting
- 07 Conducting Research
- 08 Training
- 09 Demonstrating Special Skills
- 10 Clinical Activities
- 11 Temporary Employee
- 12 Here with Spouse

(16) WHAT IS THE START DATE OF YOUR IMMIGRATION STATUS FOR THIS PRIMARY ACTIVITY?

_____/_____/_____
 Month Day Year

(17) WHAT IS THE ACTUAL DATE YOU ENTERED THE U.S.A.?

_____/_____/_____
 Month Day Year

(18) WHAT IS THE PROJECTED END DATE OF YOUR IMMIGRATION STATUS FOR THIS ACTIVITY?

_____/_____/_____
 Month Day Year

**(19) INCOME PROVIDING ACTIVITY
(e.g. Professor of Chemistry)?**

Employment Income \$ _____ est.

(Income from Employment at
The New School)

Self Employment \$ _____ est.

(Independent Personal Services)

Scholarship/Fellowship \$ _____ est.

(20) Is your tax residence different from the country that issued your Visa?

Yes No

If Yes, Name of Country that you most recently paid taxes to: _____

**(21) FOR CONSULTANTS/
SELF EMPLOYED INDIVIDUALS:**

Do you/will you have an office (fixed base) in the U.S.A.?

Yes No

If yes, how many days in this tax year will you have the office (fixed base?)

No. of Days: _____

22.) PLEASE LIST ANY U.S. VISA IMMIGRATION ACTIVITY IN LAST 3 CALENDAR YEARS AND ALL F, J, M OR Q VISAS SINCE 1/1/85:

Date of Entry into the US (Month / Day/Year)	Date of Exit out of the US (Month / Day/Year)	Visa Immigration Status	If J-1, Subtype	Primary Activity	Have you taken any Treaty Benefits? Yes No
____/____/____	____/____/____	_____	_____	_____	Yes No
____/____/____	____/____/____	_____	_____	_____	Yes No
____/____/____	____/____/____	_____	_____	_____	Yes No
____/____/____	____/____/____	_____	_____	_____	Yes No
____/____/____	____/____/____	_____	_____	_____	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: _____

I hereby certify that all of the above information 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 Information Form to Human Resources.

Signature: _____ Date: _____

Instructions Page

1. **Last or Family Name/First/Middle:** Write down your full name, last name (family name), then first name and middle name if you have one.
2. Enter your **Social Security Number (or ITIN)** from the card issued to you by the Social Security Office. If you have applied for one, but don't have the number yet, please attach the letter that you received from the Social Security Office when you applied. If you don't have a Social Security Number or an ITIN, you need to apply for one before you hand in this form. For information on the differences between a Social Security Number and an ITIN as well as instructions on how to apply, see to :http://www.newschool.edu/forms/iss_social_security.pdf
3. **Date of Birth:** Month/Day/Year
4. **New School ID:** Enter your New School N-Number from your New School ID if you have received it.
5. **US Local Address:** Enter the address that you have while you are in the United States. This is where your checks will be sent and all other official documentation from the Human Resources Office.
6. **Foreign Residence Office:** Enter the address that you (or your family) has in your home country.
7. **Country of Citizenship/County that Issued Passport:** Enter the country where you have primary citizenship, and the county that issued your passport which can be found on your passport.
8. **Passport #:** This number is usually on the upper right hand corner of your main passport page (the one with your picture on it).
9. **Passport Expiration Date:** This date is usually located on the left-hand side right next to your picture.
10. **Visa Number:** This number is the only red and on the bottom right-hand side of your Visa and is not labeled "control number"
11. **Visa Expiration Date:** This is usually located in the middle of your Visa directly next to the issue date.
12. **Immigration Status:** Check the type of immigration status that you currently hold.
13. **Immigration Status J-1 Subtype:** Check the subtype that most appropriately describes your primary purpose for being in the United States.
14. **Student Type:** If your primary purpose is to be a student, indicate what level of student you are.
15. **Primary Activity:** If you are not a J-1 Visa, you need to indicate what the primary purpose of your visit is here.
16. **The start date of your immigration status:** refers to the begin date on your I-20, or DS-2019, and NOT the first time you entered the country.
17. **The actual date you entered:** refers to the most recent stamp on your I-94. For example, if you entered in January 2005 and went home for the summer, returning in September 2005, this is the actual date that you entered.
18. **The projected end date of your immigration status:** is NOT necessarily when your Visa expires, but is the date that the New School stops sponsoring you for your primary activity here. This date can be found on your I-20, or DS-2019 document.
19. **Income providing activity:** This is meant to be an estimation of the money you will be receiving either for employment or scholarship/fellowship. If you do not know the exact amount, please approximate.
20. **Tax Residency:** If the last place that you were liable for taxes to is not the same as your home country, please indicate here.
21. **Self-Employed/Consultants:** Please fill this out only if you are self employed, or a consultant for the New School. Indicate whether or not you have an office and if so, how many days you occupy it.
22. **Immigration Activity:** This is important information that helps determine your status as a resident alien, or a non-resident alien. This is what determines your eligibility for tax exemption. Please make sure you fill this out in detail. If you can't remember the dates of your trips for the last three years, look at the entrance and exit stamps in your passport. If you do not know, please estimate. Date of Entry into the US refers to your entrance stamp. Date of Exit refers to the day that you left the United States.