

# ALIEN INFORMATION COLLECTION FORM

The information requested below is strictly confidential and will be used for tax withholding and reporting purposes only. This information will allow the University to determine your U.S. residency for tax purposes and is not associated with immigration or visa classification. All questions regarding IRS reporting and withholding rules should be directed to the International Tax Specialist at (618) 453-5275.

PLEASE COMPLETE ALL APPLICABLE QUESTIONS

## A. PERSONAL INFORMATION

Name (Last or Family)	First or Personal	Middle	Country of Citizenship	Social Security/ITIN	
U.S. Address			Address in Home Country (Street)		
City	State	Zip Code	City	Country	Postal Code
Phone Number (Home)	Work	University Department/College		Phone	
University Status:					
<input type="checkbox"/> Employee		<input type="checkbox"/> Non-Employee		<input type="checkbox"/> Undergraduate	
		<input type="checkbox"/> Graduate		Passport Number	Visa Number

## B. DEFINITIONS

Because some of the language on this form may be confusing, before you begin to complete the questions below, please read the following:

**Calendar Year:** For U.S. tax purposes, a person is considered to be in the U.S. for a "calendar year" if he or she is present during on or more days between the period of January 1 - December 31. For example, if you are present in the U.S. from December 15-31, you are in the U.S. for one full calendar year, even though you are only here for 17 days.

**Original Date of Entry to the U.S.:** You may enter and leave the U.S. many times during the period of your study or research in the U.S. (for vacation, holidays or summer break). The original date of entry to the U.S. in your current visa status is the first date that you arrived in the U.S. to begin your study, teaching, research, etc., not the last date that you entered the U.S.

**Visa Status:** When completing this form, all questions concerning "visa status" refer to the category of visa that you currently hold. Your "visa status" is marked on your Visa and on your I-94 or I-94W. For example, if you are a student, your visa status may be F-1 or J-1.

**Form I-20:** A form I-20 is a white form, which is sent to all F-1 students by Southern Illinois University or other sponsoring organization; it lists the details of your program of study in the U.S.

**Form DS-2019:** A form DS-2019 is given to all J-1 visa holders by Southern Illinois University; it lists the details of your program in the U.S. There are several categories of J-1 visas that are issued; the category of your J-1 visa is stated in section 4 of the DS-2019.

**Form I-94:** A form I-94 or I-94W is your Arrival/Departure card (stapled in your passport). The date written on this card is the date on which your permission to stay in the U.S. expires; if "D/S" is written on your card, use the expiration date found on your I-20 or DS-2019.

## C. CURRENT IMMIGRATION STATUS

<p>My current immigration status is (Check one only)</p> <p><input type="checkbox"/> Permanent Resident (Complete Sections E and F; do not complete Section C or D)</p> <p><input type="checkbox"/> F-1 Student      <input type="checkbox"/> H-1B Employee</p> <p><input type="checkbox"/> J-1 Student      <input type="checkbox"/> Other</p> <p><input type="checkbox"/> J-1 Professor, Researcher, or Scholar</p> <p>Sponsoring Institution: _____</p>	<p>Original date of entry to U.S. on current visa status. _____</p> <hr/> <p>When does your permission to stay in the U.S. expire? (Use the date found on your I-20, DS-2019 or I-94)</p> <p>When _____ Visa _____</p> <p>Duration of Stay _____</p> <hr/> <p>When _____ Visa _____</p> <p>Duration of Stay _____</p> <hr/> <p>When _____ Visa _____</p> <p>Duration of Stay _____</p> <hr/> <p>When _____ Visa _____</p> <p>Duration of Stay _____</p> <hr/> <p>Estimated date of departure from the U.S. _____</p>
<p>Have you attended or are you currently attending another U.S. educational institution? If yes, please provide the following information:</p> <p>Name of Institution: _____ Period of Attendance: _____</p>	

**D. RESIDENT ALIEN/NON RESIDENT ALIEN DETERMINATION**

- I am a STUDENT on a F-1 or J-1 visa AND I have been in the U.S. as a student on a F-1 or J-1 visa for a total of five or fewer calendar years.
- I am a PROFESSOR, RESEARCHER or SCHOLAR on a J-1 visa AND I have been in the U.S. as such for a total of less than two of the past six calendar years.

If you marked either box above, you are a NONRESIDENT ALIEN for tax purposes. Complete Box E.  
 If you did not mark either box above, complete Box D Section 2.

Section 2 involves a calculation of the number of days that you have been physically present in the U.S. For purposes of this calculation, DO NOT include in your calculation any days that you are or were present in the U.S. as:

- \* A Student or dependent of a Student, on a F or J category visa (during the first five calendar years that you are present in the U.S.)
- \* A Professor, Researcher, or Scholar (or dependent of a Professor, Researcher, or Scholar) on a J category visa (during the first two calendar years of the past six calendar years that you are present in the U.S.)

**EXAMPLE:** If you arrived in the U.S. for the first time on August 15, 1998, as a J-1 research scholar and you have been in the U.S. since that date, do not include in your calculation the days that you are or were present in the U.S. for the first two calendar years (1998 and 1999) For this example, you would begin to count the number of days present in the U.S. from January 1, 2000, until the present.

**EXAMPLE:** If you arrived in the U.S. for the first time on September 1, 1998, as a F-1 student and you have been in the U.S. since that date, do not include in your calculation the days that you are or were present in the U.S. for the first five calendar years (1998, 1999, 2000, 2001 and 2002). For this example, you would begin to count the number of days present in the U.S. from January 1, 2003 until the present.

*Note: If you have no days in a calendar year to include in your calculations, enter a "0" (zero) on the line for "Number of Days in U.S."*

	YEAR	NUMBER OF DAYS IN U.S.		CALCULATION FOR SUBSTANTIAL PRESENCE
CURRENT YEAR			X 1 =	
1 <sup>ST</sup> PRECEDING YEAR			X 1/3 =	
2 <sup>ND</sup> PRECEDING YEAR			X 1/6 =	
			<b>TOTAL</b>	

If the Total is less than 183, then you are a NONRESIDENT ALIEN for tax purposes.  
 If the Total is equal to or greater than 183, then you are a RESIDENT ALIEN for tax purposes.

**E. SUMMARY OF RESIDENCY STATUS FOR U.S. TAX PURPOSES**

- I certify that I am a lawful PERMANENT RESIDENT or IMMIGRANT ALIEN.
- I certify that I am a RESIDENT ALIEN for tax purposes.
- I certify that I am a NONRESIDENT ALIEN for tax purposes. NONRESIDENT ALIEN Employees and Students should deliver this form in person due to the possibility of an exemption from taxation based on an income tax treaty. You must also call (618) 453-5275 to schedule an appointment to complete additional tax forms. Failure to complete any required additional forms will result in the automatic withholding of tax at the maximum rates.

NONRESIDENT ALIEN NON-EMPLOYEES should return this form to the University official who requested the form.

Mail, deliver or fax this form to the International Tax Office, 108 Miles Hall Rooms 108-109 MC 6818, Southern Illinois University Carbondale, 1255 Douglas Dr, Carbondale IL 62901. Fax Number: (618) 453-1307

**F. CERTIFICATION**

I declare under penalties of perjury that the information provided above is true and correct. If I receive an extension of my visa status or if my visa or immigration status changes, I will notify the International Tax Specialist at (618) 453-5275.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date