

Nonresident Alien Taxation Foreign National Information Form

How to Complete the FNIS Questionnaire

The Foreign National Information Form is available through the Windstar Foreign National Information System (FNIS).

Contact the Nonresident Alien Tax Specialist at nrat@unr.edu for your user ID and password along with instructions for accessing the form. Make sure to include the following information:

1. Last Name
2. First Name
3. Date of Birth
4. E-mail Address

You will receive a notification by e-mail to the address you provided with the NRAT Specialist. **Please check your e-mail** and follow the instructions.

The instruction will include your login ID and password. However, you will be asked to create a new password after you log on to the system for the very first time. If you have forgotten your password, contact your NRAT specialist.



If you have already received your user ID and password, you can access the Foreign National Information Form at <https://fnis.windstar.cc/unr/>.

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Welcome to the beginning steps of the nonresident alien taxation process for the International Students and Scholars of UNR. We are providing some instructions to assist you with the process.

Complete the on-line Foreign National Information Form (FNIS) using the username and password assigned to you. If you do not have a FNIS account, please contact the Nonresident Alien Tax (NRAT) Specialist at nrat@unr.edu.

When you are working on the form, below are points to keep in mind.

1. When you log on to the Windstar FNIS website, you will be asked to complete a series of questions. Complete the questions as best as you can and in as much detail as possible.
 - (1) If you need addition information on the questions themselves, click on the  icons by each question field.
 - (2) General help is available by clicking on the  icon located at the top right corner of the screen.

- (3) You can always “save with errors” if you provided as much detail as possible. Also, you can come back to work on it later.
- (4) If you need additional help, e-mail to your NRAT specialist with any questions.

You may leave fields blank if you cannot provide the information. At the bottom of each section is a button to save and continue first and then save with errors.

Step 1: Full name, Social Security Number, if you don't have one have you applied for one? Payroll system and student system numbers can be filled in later. Indicate your Occupation at Institution. For example, Academic Faculty, Administrative Faculty, Staff, Research Scholar, Guest Speaker, Graduate Research Assistant, Graduate Teaching Assistant, Student Worker, Student Athlete, etc.

Department at Institution is the department you will be working for. Note that it is NOT the department that you are registered under as a student.

If you do not have a foreign tax payer ID number, you may leave this field blank.

Step 2: Individual Information: birth date, marital status, dependents, Telephone number, Email address, Date first ever entered USA

Step 3: Address Information: Local address and Foreign Residence Address

Step 4: Additional Information: Country of passport/citizenship, passport number, passport expiration date, other information

Step 5: Visa immigration activity within the past three calendar years. F, J, M or Q immigration activity since January 1, 1985. Visa immigration activity since January 1, 1985 for which you received treaty benefits. The visa history section is the most important part of the form since this information is used to determine your tax status. Be sure to include ALL visits to the US in F, J, Q or M status since 1985 and ALL visits to the U.S. in any other immigration status within the current and last two years. If this portion of the form is not complete, the form will be rejected.

When you reach the end of the session in Section 6, be sure to select the box next to the statement: “The information I have entered is correct and I wish to submit it to my host site.” This is located at the lower portion of the confirmation section. Then you may click the FINISH button.

The next screen will ask you to click next to the statement: “...to create an email notifying your administrator at Missouri State University that you have just submitted your Foreign National Information Form. Sending this email will ensure that your information is seen and checked for completeness by your administrator.”

If you do not click here, the International Payroll Specialist will not be notified that you have completed the form. After you have sent your e-mail use the Back button in order to view the data or return to the Welcome page. Once you have submitted the form you can no longer make changes until the form has been made accessible to you again by the NRATS.

Once you have completed the on-line information form the International NRATS will contact you for an appointment. The appointment will take approximately 15-20 minutes. Be prepared to bring to the appointment:

Valid passport

U.S. Visa Stamp

I-20, DS2019, or I-797, depending on your Visa type

Social Security Card, or the Social Security Number application receipt letter, if applied

I-94

Employment Authorization Document (EAD) Card, when applicable

Other pertinent immigration documentation which illustrates your past and present visa history.

The W-4 and any other relevant tax documents will be completed during the interview with the International Payroll Specialist.