



FOREIGN NATIONAL INFORMATION FORM

The FNI Form must be completed before you can receive any form of payment. All applicable questions below must be answered. A copy of your Visa, Passport, both sides of your I-94 "Arrival and Departure Record", and I-20, DS2019, I-797 (if applicable) must be attached to this form. This form must be returned before any check can be issued by the Payroll or Accounts Payable Department.

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

(2) Social Security or ITIN #: (3) Local Telephone #: (4) Email:

(5) U. S. LOCAL STREET ADDRESS:
(5) City:
(5) State: Zip:

(6) FOREIGN RESIDENCE ADDRESS:
(6) Postal Code: Province/Region:
(6) Foreign Country:

(07) IMMIGRATION STATUS:
O F-1 Student O J-1 Exchange Visitor O J-2 Spouse or Child of Exchange Visitor O H-1 Temporary Employee
O Other: Please list

(08) IF IMMIGRATION STATUS IS J-1, WHAT IS THE SUBTYPE? CHECK ONE:
O 01 Student O 02 Short Term Scholar O 05 Professor O 12 Research Scholar
O Other:

(09) WHAT IS THE ACTUAL PRIMARY ACTIVITY OF YOUR VISIT? CHECK ONE:
O 01 Studying in a Degree Program O 05 Observing O 09 Demonstrating Special Skills
O 02 Studying in a Non-Degree Program O 06 Consulting O 10 Clinical Activities
O 03 Teaching O 07 Conducting Research O 11 Temporary Employee
O 04 Lecturing O 08 Training O 12 Here with Spouse

(10) WHAT IS THE ACTUAL DATE YOU ENTERED THE UNITED STATES FOR THIS PRIMARY ACTIVITY?

Table with 7 columns: Date of Entry, Date of Exit, Visa Immigration Status, J-1 Subtype, Primary Activity, Have You Taken Any Treaty Benefits. Includes Yes/No options for the last column.

(12) WHAT TYPE STUDENT?:
O Undergraduate O Masters O Doctoral O Other

(13) SPOUSE OR CHILDREN IN USA?:
O Yes O No Number of children

(14) FOR CONSULTANTS/SELF EMPLOYED INDIVIDUALS:
Do you/will you have an office (fixed base) in the USA?
O Yes O No If yes, how many days in this tax year did you/will you have office (fixed base)? Days

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 the Payroll Department.

Signature: Date:

## HOW TO COMPLETE THE FOREIGN NATIONAL INFORMATION FORM:

1. Name: List full name.
2. Social Security Number: Enter US social security number issued by the US Social Security Administration not your ID number. Do not list numbers not assigned by the United States Social Security, i.e. Canadian social security number. All employees must have a social security number, or must apply for a number, in order to work. If none enter your ITIN issued by the IRS.
3. Local Telephone Number: List your telephone number.
4. Email Address: Personal or campus address.
5. Local Street Address: List your local US address.
6. Foreign Residence: List your non US address.
7. Immigration Status: Check the type of immigration status that you currently hold. If you check U.S. Immigrant/Permanent Resident, holder of a "green" card, you may proceed to the bottom of the form. Sign and date.
8. Immigration Status for J-1: Check the appropriate J-1 subtype.
9. Actual Primary Activity: Check one activity.
10. Actual Entry Date into the United States: Must include month, day, and year. Approximate if you do not know.
11. List all other prior visits to the U.S. and visa types.
12. Check the appropriate box.
13. Is your spouse in USA?: Check the appropriate box. Give number of other dependents in the USA?
14. Consultants/Self-employed Individuals: Check the appropriate box. This includes any office at any location specifically identified with you.

Please Return Form To: **California State University, Long Beach**  
**Financial and Tax Services**  
**1250 Bellflower Blvd. MS 0123**  
**Brotman Hall – Rm. 346**  
**Long Beach, CA 90840-0123**

**Telephone Number: (562) 985-4296**