Smith College
FOREIGN NATIONAL INFORMATION FORM
For Faculty and Scholars

Please complete this form and return it promptly to the International Students & Scholars Office by post or electronically as an attachment. Please also include a copy of the photograph page in your current passport. We must receive these documents in order to issue visa application papers. Please complete as much of the information as you can, and leave unknown fields blank. Sign the form on the second page, and email the completed form to:
Rachel Siegel, Faculty Recruitment and Appointment Specialist
Email - rsiegel@smith.edu
Office of the Provost/Dean of the Faculty
College Hall 206F, Smith College
Northampton, MA 01063 U.S.A.
Tel: 413-585-3004 Fax: 413-585-3070

SPECIAL NOTE FOR J-1 VISA HOLDERS CURRENTLY IN THE U.S. Visitors on J-1 visas NOT sponsored by Smith College MUST obtain written permission from the International Office of their sponsoring institution PRIOR TO receiving honoraria or any other type of compensation from Smith College.

Section A – General Information

1. Family Name ____________________________ Middle Name __________ First Name ______________________
2. Date of Birth (mm/dd/yyyy) __________________ Place of Birth (city/town & country) __________________
3. Gender: ________ Female ________ Male
4. Country of Citizenship ___________________ Passport Number __________ Country of Residency __________
5. U.S. Social Security Number or U.S. Individual Taxpayer Identification Number (ITIN) (if you have one) _____________________
6. What is your current position or title at your work? ____________________________________________________
7. Source(s) and amount of outside funding for this trip (if any)____________________________________________
8. Source(s) and amount of self-funding available for this trip ______________________________________________
9. Foreign Mailing Address ___________________ U.S. Mailing Address (if you are presently in the U.S.) _______
   Line 1 ___________________________________ Line 1 __________________________
   Line 2 ____________________________ Line 2 ____________________________
   Line 3 ____________________________ Line 3 ____________________________
   City/Town __________________ City/Town __________________
   Region/Province __________ State __________
   Country __________________________
   Zip code/Postal Code __________ Zip/Postal Code __________
   Telephone ____________________ Telephone ____________________
   Email Address __________________ Email Address __________
   Fax Number ____________________ Fax Number ____________________

9. Planned date of entry ________________ Accompanying dependents? Yes __ No __ If yes, please supply their personal information using section A, questions 1-5, and relationship (spouse or children) __________________________

Section B – Visa type & immigration activity in the last six calendar years

10. Enter the history of your visits to the United States during the past 6 calendar years. Note: F and J student visa holders do not need to document short trips home during semester breaks or summer vacation.

<table>
<thead>
<tr>
<th>Date of Entry</th>
<th>Date of Exit</th>
<th>Visa Type</th>
<th>Primary Purpose or Activity</th>
<th>Have you ever taken any Treaty Benefits?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>/</strong>/____</td>
<td><strong>/</strong>/____</td>
<td>_________</td>
<td>___________________________</td>
<td>Yes __ No ___________________________</td>
</tr>
<tr>
<td><strong>/</strong>/____</td>
<td><strong>/</strong>/____</td>
<td>_________</td>
<td>___________________________</td>
<td>Yes __ No ___________________________</td>
</tr>
<tr>
<td><strong>/</strong>/____</td>
<td><strong>/</strong>/____</td>
<td>_________</td>
<td>___________________________</td>
<td>Yes __ No ___________________________</td>
</tr>
</tbody>
</table>
Section C – Visa and Passport Information

11. Do you currently hold a U.S. Visa? __Yes __No  If yes, Visa Type __________ Visa Number _____________

12. If you currently have a F, J, H, TN, O, L, P, A or G Visa indicate the sponsoring institution listed on your immigration documents __________________________

13. Primary purpose/activity for your visit – select one:
   Lecture_____ Research_______ Other, please specify________________________
   Teach_____ Consult_______

Section D – Post Entry to the United States (To be completed after your arrival)

14. What was the actual date you entered the United States on your current visa? ________/________/__________

15. What is the start and end date of the primary purpose/activity indicated on your current DS2019 or I-20 immigration document?
   Start Date: ________/________/__________
   End Date: ________/________/__________

16. Enter the history of your visits to the U.S. in order to determine residency status for tax purposes only. If you do not know your periods of tax residency, please leave blank. The Payroll Office will determine your tax status.

| Date of Entry | Date of Exit | Visa Type or Activity | Primary Purpose or Activity | Have you ever taken any Treaty Benefits?
|---------------|-------------|-----------------------|-----------------------------|---------------------------------
| __/__/_______ | __/__/______ | ___________ ___________ | ___________ ___________ | __Yes __No
| __/__/_______ | __/__/______ | ___________ ___________ | ___________ ___________ | __Yes __No
| __/__/_______ | __/__/______ | ___________ ___________ | ___________ ___________ | __Yes __No
| __/__/_______ | __/__/______ | ___________ ___________ | ___________ ___________ | __Yes __No

I AM A PERMANENT RESIDENT- Provide the alien number as shown on the front of your Alien Registration Receipt Card. (Permanent Resident Card) #A ____________________ and proceed to Section E.

I AM A NON-RESIDENT ALIEN FOR TAX PURPOSES- I do not meet the requirements for tax residency in the United States. What is your country of “tax residency”? ___________________

Please attach a COPY of your I-94 Entry Record (can be downloaded at: https://i94.cbp.dhs.gov ), a copy of your U.S Visa page from your passport, and a copy of your DS2019 or I-20.

Section E – Treaty Exemption Information – IRS Forms 8233
You must have a Social Security Number or Individual Taxpayer Identification Number to apply for a tax treaty benefit.

IRS Form 8233 is for non-resident aliens to claim exemption from withholding on compensation for Independent Personal Services and some Dependent Personal Services. The exemption must be based on a tax treaty to which the United States is a party. Part I of the form must be filled out completely. The Payroll Office will determine if the payee is eligible for the exemptions per IRS regulations and College administrative procedures. The Payroll Office will complete Part II of the form and apply for the exemption. A new application on Form 8233 must be submitted for each calendar year.

Certification
I certify that all of the above information is accurate and correct. I understand that if my “Passport and Visa Information” or “Residence Status for Tax Purposes” changes, I must submit a new “Foreign National Information Form” reflecting the changes.

Signature __________________________________________ Date________________________ Revised: 10-24-2016