COMPLETING THE FOREIGN NATIONAL INFORMATION SYSTEM (FNIS) INFORMATION FORM

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Overview

The purpose of this guide is to assist foreign nationals new to the University of Vermont in completing the required FNIS electronic informational forms. If you feel that you have already completed the electronic form, or if you have any questions, please email FNIS@uvm.edu.
Log in to FNIS

1. Click on the “UVM FNIS” link in the **UVM FNIS Request** email

   ![UVM FNIS Request Email](Image)

   Dear LACIE SMITH,

   This is your access to UVM’s web-based Foreign National Information System (FNIS). In order for UVM to determine your U.S. tax residency status, the University requests certain data be submitted via FNIS upon arrival.

   Please do the following to assist UVM with this analysis by submitting your information via FNIS within 2 business days:

   1) Log-in to UVM FNIS at https://fnis.thomsonreuters.com/uvm

   > Your FNIS Username is LSMITH
   > Your temporary FNIS Password is j7@1twGb

2. Log in to FNIS with the FNIS Username and temporary FNIS Password provided in the FNIS email (this is not your UVM netID and password!)
Account Configuration: Change Password

1. Enter the temporary password provided in the FNIS email in the Current Password box
2. Enter a New Password
3. Re-enter it to Confirm New Password
4. Click “Change Password”

Consent to Receive IRS Forms Electronically

Select the applicable options for how you would like to receive IRS reports

**IRS Form 1042-S**
- [ ] I have read the above and hereby agree to give consent to my Institution to deliver the form 1042-S over the Internet.
- [ ] I do not give consent to my Institution to deliver the form 1042-S over the Internet.

**All Other IRS Forms and Reports (Does not include 1042-S )**
- [ ] I have read the above and hereby agree to give consent to my Institution to deliver the IRS forms and Reports over the Internet.
- [ ] I do not give consent to my Institution to deliver the IRS forms and Reports over the Internet.
Step 1: Basic Information

1. Click on **Data Entry** to add your personal information.

At any time click the help buttons for more information about a given question.
**Step 1: Basic Information**

- It is recommended that you click on the Help buttons as you tab through these forms.
- Required fields are in **Bold**.
- Once you click on the Save & Continue button, the current page is saved and can be returned to for further editing at any time before you complete data entry.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Title</th>
<th>First</th>
<th>Middle</th>
<th>Last</th>
<th>Post Title</th>
</tr>
</thead>
</table>

- **Maiden Name**
  - Only if you are married and had another name before getting married

- **Identification**
  - Social Security Number
  - Individual Taxpayer Identification Number
  - Institution-Assigned ID Number
  - Visa/immigration status system

- **Institution Information**
  - **Department at Institution**
  - **Occupation at Institution**
  - **Occupation 2 at Institution**

- **Student type**
- **Trainee type**

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*Enter name exactly as it appears on your passport*

*Do not complete if you do not have a social security #*

*The IRS issues this number. Leave this field blank if you have never applied for an ITIN.*

*Enter the red number on your visa*

*Student: Enter major*
*Scholar/Employee: Enter host/hiring department*

*Occupation = your job. If unsure, enter “student”*
Step 2: Individual Information

Date of Birth
May 1988
DD-Mon-yyyy

Marital Status
- Married
- Single
- Unknown

Skip this section if you answered "Single" to the previous question.

Is your spouse in the United States?
- Yes
- No
- Unknown

Does your spouse have any gross income from the United States?
- Yes
- No
- Unknown

Is your spouse claimed as dependent by another taxpayer for United States tax purpose?
- Yes
- No
- Unknown

Dependents (not including spouse)

Complete the dependents section only if any of the following conditions apply to you:

If you are a national of American Samoa, the Northern Mariana Islands, or the US Virgin Islands, or are a tax resident of Canada or Mexico, enter your total number of dependents.

If you are a tax resident of the Republic of Korea (South), enter your total number of dependents who were with you in the USA at some time in the calendar year.

If you are a resident of India who entered the USA for the primary purpose of studying/acquiring training, enter your number of dependents who are US citizens or residents.

Include here any individual (who is not your spouse) who lives with you in the U.S. and who depends on you for at least 51% of financial support.
Step 3: Address Information

**USA Local Address**
- Address Line 1
- Address Line 2
- Address Line 3
- City
- State
- Zip

**Foreign Residence Address**
- Address Line 1
- Address Line 2
- Address Line 3
- City
- Province/Region
- Regional Postal Code
- Country

**Instructions:**
- **Date First Ever Entered USA:** Enter the date of the first time you entered the US, even if it was earlier than the date of your current visa.
- **Email Address:** Enter known details.
- **Telephone:** Fill in the home telephone in the USA section if applicable.
- **Foreign Residence Address:** Address in the United States where tax documents can be mailed.
- **Address in home country where tax documents can be mailed:** Provide the address in your home country where tax documents can be mailed.
Step 4: Additional Information

If you have multiple passports, use the one that your I-20, DS-2019 or I-797 shows you being a citizen of CANADA.

Country where you live and pay taxes

Are you receiving money (grant, scholarship, fellowship) from a country other than the U.S.?

Unless you have applied for this special status from the IRS, answer “no”

Unless you have your own business, and that business has an office in the U.S., answer “no”

Are you the recipient of a foreign grant? (i.e. a non-service scholarship or fellowship)

Have you proven to the IRS that you have a closer connection to a foreign country than to the USA?

Have you submitted an application to become a US lawful permanent resident?

Are you engaged in a full-time program?

Do you wish to claim treaty benefits if they are available?
Step 5: Visa/Immigration Status History

Please list all visa activity that satisfies any of the following criteria:

- Visa immigration activity within the past three calendar years.
- F, J, M or Q visa immigration activity since January 1, 1985.
- Visa immigration activity since January 1, 1985 for which you received treaty benefits.

When you are finished, click the Continue button at the bottom of the page.

**Create a New Visa Immigration Record**

Visa information may not be saved unless the Immigration Status, J Subcategory, Primary Purpose of Visit, Tax residence country before entering US and Date fields are completed. Please complete these fields and then click the Save & Continue button at the bottom of the page.

- **Visa type**
  - Only if J type visa
- **Red number on US visa**

**Complete 1 “Visa Immigration Record” for every trip you have made to the U.S. (including current visa) for the last 3 years. Every trip made on an F, M, J or Q visa since 1985 must also be reported.**
Step 5: Visa/Immigration Status History

Please list all visa activity that satisfies any of the following criteria:

- Visa immigration activity within the past three calendar years.
- F, J, M or Q visa immigration activity since January 1, 1985.
- Visa immigration activity since January 1, 1985 for which you received treaty benefits.

When you are finished, click the Continue button at the bottom of the page.

<table>
<thead>
<tr>
<th>Visa Type/Immigration Status</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
</table>

To edit or delete a record, click on the Visa Type/Immigration Status entry for that record.

Click here to add additional records of visits

Be sure all visits to the U.S. described above are listed here.
Step 6: Confirmation

You have reached the final page. If you would like to exit this form to continue at another time your information will be saved. To view a summary of your entries click on the View Data button below. This may be printed out, signed and returned to your Administrator's office once you have received confirmation from the administrator that the data is complete.

If you would like to submit this form please read the following statements:

I hereby authorize University of Vermont to release this information to Thomson Reuters (Tax & Accounting) Inc., 2395 Midway Road, Carrollton, TX 75006 for the following purpose: technical software support for the International Tax Navigator system.

I hereby certify under penalty of perjury that all of the above information is true, complete and correct. I understand that if my status changes from that which I have indicated on this form I must submit a new form to the appropriate Department.

If you agree to these statements and would like to email this information to your institution, click the Finish button below. You will not be able to make any more changes without permission from the administrator at your institution.

The information I have entered is correct and I wish to submit it to my host site.

Information Received

Your information has been received and you will be contacted by your school administrator within a few business days.

Please click here to create an email notifying your administrator at University of Vermont 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.