

**THE GEORGE WASHINGTON UNIVERSITY
ALIEN INFORMATION REQUEST FORM (AIRF)**

PLEASE TAKE YOUR TIME COMPLETING THE INFORMATION ON THIS FORM. ALL APPLICABLE QUESTIONS BELOW MUST BE ANSWERED. YOUR ANSWERS WILL AFFECT THE KIND AND AMOUNT OF TAXES TAKEN OUT OF ALL TYPES OF PAY THAT YOU RECEIVE FROM THE UNIVERSITY. This information is strictly confidential and is required for tax withholding and reporting purposes only. See instructions on page 3 of this form.

This form must be completed by all non-U.S. citizens receiving payments of any kind **AND RESUBMITTED WHEN CHANGES OCCUR.** Along with this AIRF, you may need to submit other forms such as IRS Forms W-4, 8233 with statement, W-8BEN, and a state tax withholding form. Submit the completed forms with immigration documents (copy of your I-94 Form "Arrival and Departure Record," passport, visa, and I-20 or IAP66) to the Tax Dept, located at Rome Hall Suite 100, 801 22nd Street, N.W., Washington, DC 20052.

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

(2) Social Security #: _____ (3) ID #: _____

(4) School/Department: _____

(5) U.S. LOCAL STREET ADDRESS: _____ FOREIGN RESIDENCE ADDRESS: _____

City: _____ City: _____

State: _____ Zip: _____ Phone: _____ Province/Region: _____ Postal Code: _____

Email: _____ Foreign Country: _____

(7) Country of Citizenship: _____ (8) Country That Issued Passport: _____

(9) Passport #: _____ Expiry Date: _____ (10) Visa #: _____ Date Issued: _____

- (11) RESIDENCY STATUS: An alien will be considered a United States resident for tax purposes if the individual:
- a. Is a lawful permanent resident of the United States at any time during the current calendar year (e.g. a "green card" holder), or
 - b. Meets the requirements of the Substantial Presence Test (see below) as specified by the Internal Revenue Service regulations, or
 - c. Is a student who elects to be treated as such based on an income tax treaty with Barbados, Hungary or Jamaica.

(12) DETERMINATION OF RESIDENCY STATUS - PERMANENT RESIDENT

I hereby certify that I have been given the privilege, according to U.S. immigration laws, of residing permanently in the United States as an immigrant and that this status has not been revoked and has not been administratively or judicially determined to have been abandoned. (Attach green card, etc.; proceed to the signature block).

(13) DETERMINATION OF RESIDENCY STATUS - SUBSTANTIAL PRESENCE TEST
(Read the note below to see if you are exempt from this test.)

NOTE: Generally, F and J students will be considered nonimmigrant nonresident aliens for five calendar years and those in non-student J status for two calendar years. These individuals are exempt from this test. An individual will not be exempt from the Substantial Presence Test and therefore will likely be a resident alien if he/she was exempt as a J category nonimmigrant for any two years during the last 6 calendar years. In addition, if you are in A-1 or G-4 visa status and you are the spouse or live-in dependent who is less than 21 years old of the primary visa holder, you are exempt from this test and should check the nonresident alien box below. Non-spouse A-1's and G-4's who live alone or are 21 or older should take this test.

Number of days of expected physical presence in the U.S. during the current calendar year: Year 20 _____

Number of days of actual physical presence in the U.S. last year: (if exempt, write "0") _____ /3 = _____

Number of days of actual physical presence in the U.S. two years ago: (if exempt, write "0") _____ /6 = _____

TOTAL NUMBER OF CALCULATED DAYS PRESENT IN THE UNITED STATES: _____

If the total is less than 183 days you are a NONRESIDENT ALIEN for tax purposes.
If the total is equal to or greater than 183 days you are a RESIDENT ALIEN for tax purposes.
Please check the appropriate box in the residency status section below.

Non-spouse A-1s and G-4s provide:
Date Of Birth: _____
Live with Primary Visa Holder?
 Yes No

- (14) CERTIFICATION OF RESIDENCY STATUS
- I hereby certify that I am a RESIDENT ALIEN of the United States based on the above test.
 - I hereby certify that I am a RESIDENT ALIEN of the United States because I am a student from Barbados, Hungary or Jamaica.
 - I do not meet the requirements for residency in the United States. I am a NONRESIDENT ALIEN.

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(15) CURRENT IMMIGRATION STATUS: (CHECK ONE)

- U.S. Immigrant/Permanent Resident
 F-1 Student
 J-1 Exchange Visitor
 J-1 Exchange Student
 H-1B Temporary Employee
 J-2 Spouse or child of Exchange Visitor
 Other: _____

(16) IF IMMIGRATION STATUS IS J-1 EXCHANGE STUDENT, WHAT IS THE SUBTYPE? (CHECK ONE)

- 01 Student
 02 Short Term Scholar
 05 Professor
 12 Research Scholar
 Other: _____

(17) WHAT IS THE ACTUAL PRIMARY PURPOSE OF THE VISIT? (CHECK ONE)

- 01 Studying in a Degree Program
 02 Studying in a Non-Degree Program
 03 Teaching
 04 Lecturing
 05 Observing
 06 Consulting
 07 Conducting Research
 08 Training
 09 Demonstrating Special Skills
 10 Clinical Activities
 11 Temporary Employee
 12 Here with Spouse

(18) WHAT TYPE OF STUDENT?:

- Undergraduate
 Doctoral
 Masters
 Other: _____

(19) TYPE OF PAYMENTS (Check All that Apply):

- Wages/Salary/Assistantship
 Expense Reimbursement
 Non-service Stipend
 Third-party Payments
 Tuition Scholarship
 Other: _____
 Personal Service Honorarium

(20) WORK START DATE: ____/____/____
 Month Day Year

(21) PAYMENT CYCLE:
 Bi-weekly
 Monthly

(22) DESCRIPTION OF WORK (e.g. Graduate Teaching Assistant?): _____

(23) Total Compensation this tax year (Estimate): _____ (24) Total Scholarship/Fellowship this tax year: _____

(25) WHAT IS THE ACTUAL DATE YOU ENTERED THE UNITED STATES?

____/____/____
 Month Day Year

(26) WHAT IS THE START DATE OF YOUR IMMIGRATION STATUS FOR THIS PRIMARY ACTIVITY?

____/____/____
 Month Day Year

(27) WHAT IS THE END DATE OF YOUR IMMIGRATION STATUS FOR THIS PRIMARY ACTIVITY?

____/____/____
 Month Day Year

(28) HISTORY IN THE UNITED STATES:

Date of Entry	Date of Exit	Visa Immigration Status	J-1 Subtype	Primary Purpose	Have You Taken Any Treaty Benefits?
____/____/____	____/____/____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
____/____/____	____/____/____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
____/____/____	____/____/____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
____/____/____	____/____/____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
____/____/____	____/____/____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
____/____/____	____/____/____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
____/____/____	____/____/____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

(29) MARRIED SPOUSE IN USA?:
 Yes No Yes No Number of dependents _____

(30) FOR CONSULTANTS/SELF-EMPLOYED INDIVIDUALS:

Do you/will you have an office (fixed base) in the USA?
 Yes No If yes, how many days in this tax year did you/will you have office (fixed base)? _____

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 Alien Information Request Form. **I realize that federal and state laws in most cases REQUIRE ME TO FILE INCOME TAX RETURNS to their respective jurisdictions for each calendar year, whether I am a nonresident alien or a resident alien.**

Signature: _____ Date: _____

HOW TO COMPLETE THE FOREIGN NATIONAL INFORMATION FORM

1. Name: List full name.
 2. Social Security Number: Enter US Social Security Number (SSN) issued by the US Social Security Administration, not your ID number. Do not list a number not assigned by the United States Social Security Administration, e.g. Canadian social security number. All employees and independent contractors who perform personal services and all students in F-1 and many in J-1 status must have a Social Security Number in order to work. If you are not eligible for a SSN, you may need to apply for an ITIN using IRS Form W-7.
 3. ID#: Enter your Employee/Student/Faculty Identification Number issued to you by GWU.
 4. School/Department: List University School and Department. (e.g., School of Business and Public Management/Management Science)
 5. Local Street Address: List your local US address.
 6. Foreign Residence: List your non-US address. List the address of where you were resident before arriving to the US.
 7. Country of Citizenship: Country issuing passport.
 8. Country that Issued Passport: List the country that issued your passport. Not the country where it was issued.
 9. Passport #: Enter your passport number.
 10. Visa #: Enter your Visa number.
 13. Substantial Presence Test (SPT): **Please read the NOTE in (13) carefully to see if you are exempt from counting certain days toward the SPT.** SPT exemptions are based on a combination of immigration status AND length of stay in the U.S. If you are not exempt from the SPT and must count the days you were in the U.S., after completing the test, check the appropriate box in (14).
 - Days Present Current Year:** List the number of days you expect to be physically present in the U.S. during this calendar year and place the number on the 2nd column.
 - Days Present Last Year:** Count the number of days you were physically present in the U.S. in the last calendar year, and write the number on the 1st column. Divide that number by three, and place the result on the 2nd column.
 - Days Present Two Years Ago:** Count the number of days you were physically present in the United States two calendar years ago. Divide that number by six and place the result on 2nd column.
 - Total Number:** Add up the numbers on the 2nd column for the 3 years and compare the total with 183 days.
- Note that your physical presence in the US in the current year must be at least 31 days for you to be considered a resident alien under this test.*
14. Certification of Residency Status: If you are a student from Barbados, Hungary, or Jamaica, the tax treaty between your country and the USA allows you, immediately on arrival, to claim U.S. residency status which will affect the taxation of all income received in the U.S.
 15. Current 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 for signature and date.
 16. Immigration Status for J-1: Check the appropriate J-1 subtype.
 17. Actual Primary Activity: Check one activity.
 18. Check the appropriate box.
 19. Types of Payments: Fellowship tuition credits = "Tuition Scholarship." Check all applicable box(es). If you are not sure how to fit something in to one of the boxes, check "Other" and describe.
 20. Work Start Date: Official date of employment.
 21. Payment Cycle: Check bi-weekly or monthly depending on the timing of your payroll check.
 22. Description of Work: Describe in general the service you will perform.
 23. Total Compensation: State how much you expect to earn this calendar or tax year (Jan. – Dec. or from work start date to Dec.)
 25. Actual Entry Date into the United States: Must include month, day, and year. Approximate if you do not know.
 26. Start Date: Must include month, day, and year. Approximate if you do not know.
 27. End Date: Must include month, day, and year. Approximate if you do not know.
 28. History in the USA: List your entry and exit dates and the various immigration status you have held during your visits to the U.S. Tourist visas need only be listed for the past three years. J-1 status must be listed for the past six years. A complete F-1 history must be listed. If status changed while in U.S., then please give date of change. **YOU MUST ATTACH IMMIGRATION DOCUMENTS TO SUBSTANTIATE YOUR HISTORY.**
 29. Is your spouse in USA?: Check the appropriate box. Give number of other dependents in the USA?
 30. Consultants/Self-employed Individuals: Check the appropriate box. This includes any office at any location specifically identified with you.
 31. **SIGN AND DATE THE FORM.**