|  |  |
| --- | --- |
| **horizontal_formal-Texas State Logo** | **FORM #FS-05****FOREIGN NATIONAL INFORMATION FORM** **For Non-Employees Only****Student workers do not complete this form** |

**Foreign Person completes the following information.**

**1. NAME AND CONTACT INFORMATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **First Name** |  | **Middle Name** |  | **Last Name (Surname)** |  |
| **Cell Phone** |  | **Email address** |  | **Date of Birth** |  |
| **Department at Texas State you will be associated with** |  |
| **Name of your contact at Texas State** |  |

**2. HOME COUNTRY**

|  |  |
| --- | --- |
| **COUNTRY (OF CURRENT TAX RESIDENCE)** |  |

**3. SOCIAL SECURITY NUMBER OR ITIN**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Do you have a U.S. social security or ITIN taxpayer number?** |  | **No, or don’t know** |  | **Yes** |
|  |  |  |  |  |  |  |  |  | **If Yes, enter the nine digit U.S. taxpayer number here** |

**4. FOREIGN ADDRESS**

|  |
| --- |
| **Foreign Mailing Address** |
| **Address Line 1** |  |
| **Address Line 2** |  |
| **City** |  | **Province** |  | **Mail Code**  |  |
| **Country** |  |

**5. LOCAL ADDRESS (If no local address, enter university address)**

|  |
| --- |
| **Local Mailing Address U.S.A** |
| **Address Line 1** |  |
| **Address Line 2** |  |
| **City** |  | **STATE** |  | **ZIP** |  |

**6. VISA TYPE AND PURPOSE OF VISIT TO U.S.**

|  |  |
| --- | --- |
| **Enter Visa Type** |  |
| **Purpose of Visit** |  |

**7. DATES OF CURRENT VISIT IN U.S.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Current Visit in U.S.** | **Month** | **Day** | **Year** |
| **Arrival Date in U.S.** |  |  |  |
| **Planned Departure Date from U.S.** |  |  |  |

**8. VISA START DATE AND EXPIRATION DATE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Visa Dates** | **Month** | **Day** | **Year** |
| **Start Date of Visa Status** |  |  |  |
| **Expiration Date of Visa Status** |  |  |  |

**9. PASSPORT AND EXPIRATION DATE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Passport Number** |  | **Expiration Date** |  |

**10. CERTIFICATION**

**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:

**11. Complete for Business Visa Status - Honorarium only**

According to the United States Immigration & Naturalization Service, a nonresident alien cannot accept payment from an institution unless he/she has obtained the proper work authorization. With a B1/B2 or WB/WT visa, the nonresident alien cannot perform services at one institution for longer than 9 business days, and cannot have received payment for services from more than five other institutions within the past six month period (The 9/5/6 Rule).

**If you have visited the U.S. more than once in this calendar year, please complete below: n/a**

|  |  |  |
| --- | --- | --- |
| **How many days will you be performing service for Texas State University?** |  | **Days** |
| **Have you received payment from any other U.S. universities or U.S. organizations in the past 6 months?** |  | **No** |  | **Yes** |
| **If yes, how many?** |  | **Number of others** |
| **Do you have a fixed Base or Home in the U.S.?** |  | **No** |  | **Yes** |
| **If yes, how many days in this year will you have a fixed base in the U.S.?** |  | **Days** |

**I have not received honorariums from more than 5 institutions in the past 6 months and have not or will not perform services at Texas State University-San Marcos for longer than 9 business days.**

**Under penalties of perjury, I declare that, to the best of my knowledge, the information contained in this form is accurate and up to date.**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**