

BRANDEIS UNIVERSITY
FOREIGN NATIONAL INFORMATION FORM FOR 2009

This form must be completed and returned to the Payroll Office before you may receive any form of payment from Brandeis University. **Please attach a copy of BOTH sides of your I-94 form "Arrival and Departure Record" (a small white card inside your passport), a copy of your U.S. visa from your passport, and I-20 or IAP66.** Failure to return this form to the Payroll Office will result in withholding of all paychecks or payments to you from our Accounts Payable Office until this form is completed and received by the Payroll Office at Bernstein-Marcus MS-110. Please call Payroll at 6-4544 if you have any questions about this form.

Please print all information

1. I am a Brandeis University (check one) Faculty Member Student Post Doc Consultant
Department: _____

2. Last or Family Name _____ First _____ Middle _____
Birth date: _____

3. U.S. Social Security Number _____ - _____ - _____ If you do not have a SSN, provide your ITIN Number issued by the IRS _____.

4. U.S. Local Address _____
No. Street

City/Town State Zip

5. Foreign Residence Address _____
Line 1

Line 2

Postal Code Province/Region _____

6. Country of Citizenship _____ 7. Country that issued Passport _____

8. Passport Number _____ 9. Visa Number _____
(not the number that begins with a year)

10. Immigration Status (check one)
 U.S. Immigrant/Permanent Resident (holder of a green card) **STOP here, sign bottom of form on page 2 and return to Payroll**
 J-1 Exchange Visitor (**go to #11**)
 F-1 Student (**skip to #12**) J-2 Spouse or Child of Exchange Visitor (**skip to #12**)
 Other (please specify) _____ (**skip to #12**)

11. If Immigration Status is J-1, what is the subtype? (check one)
 (01) Student (02) Short Term Scholar (05) Professor (12) Research Scholar Other

12. What is the actual primary purpose of the visit? (check one)
 01 Studying in a degree program 05 Observing 09 Demonstrating Special Skills
 02 Studying in a non-degree program 06 Consulting 10 Clinical Activities
 03 Teaching 07 Conducting Research 11 Temporary Employee
 04 Lecturing 08 Training 12 Here with Spouse
 99 Other, please specify _____

13. What is the actual date you entered the United States for this Primary Activity? _____/_____/_____
month day year

14. What is the start date of your immigration status? _____/_____/_____
month day year

15. What is the end date of your immigration status Primary Activity? _____/_____/_____
month day year

