

**BRANDEIS UNIVERSITY**

**FOREIGN NATIONAL INFORMATION FORM**

This form must be completed and returned to the Payroll Office before you may receive any form of payment from Brandeis University. Upon entry to the U.S., you will be issued an electronic I-94 form "Arrival and Departure Record." **Please attach a copy of the I-94 as well as a copy of your US visa stamp, your passport, and I-20 or DS-2019.** 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 60 Turner Street. Please call Payroll at 781-736-4495 or email payroll@brandeis.edu 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 \_\_\_\_\_

3. Birth date: \_\_\_\_\_

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

