University of Notre Dame International Form

(1) Name: ___________________________ (Last, First, MI)
ND ID#: ___________________________

(2) Date: _____________________________
Name: _____________________________

If you are a U.S. citizen or U.S. permanent resident, do not complete this form.

Section A. Please print clearly. Show all dates in month/date/year (mm/dd/yy) format.

(3) Citizenship: ☐ Citizen of ___________________________ Birthdate: ___________ Dates of residence? / / to / /
(4) What country did you live in prior to coming to the U.S.? ___________________________ Dates of residence? / / to / /
University of Notre Dame Employee: ☐ Yes ☐ No Student Employee/Graduate Assistant: ☐ Yes ☐ No

(5) Date of First Entry into the U.S. in any Visa category: ________________ (6) Current Entry I-94 Date: ________________
(7) Current I-94 Expiration: ☐ D/S or ☐ Date: ________________ (8) Form I-20 or DS2019 valid from: / / to / /
(9) Passport: ___________________________ Expiration Date: ________________
(10) U.S. Visa Type: ☐ F-1 ☐ TN ☐ B-1 ☐ H1-B ☐ Other Type: ___________________________ Expires: ________________
(11) J Visa, category as specified on DS-2019: ___________________________

(12) Local Address and Mailing Address: (Your status is at risk if you do not notify the University of address changes within 10 days.)
Physical Address (no PO Box or Department addresses): ___________________________
Mailing Address (if different from Physical Address): ___________________________
Local Telephone: ___________________________ Email: ___________________________

(13) Permanent Home Country Address: DO NOT use your University or business address.
_________________________________________ ___________________________
_________________________________________ ___________________________
_________________________________________ ___________________________

Section B. Certification.

(14) I certify that the above is true and correct according to the best of my knowledge.
Signature ___________________________ Date ___________________________

Have you ever utilized tax treaty benefits before? If so, please complete the next line:
Date benefit used ________________ Employer Name ___________________________ INS Classification ___________________________

Notre Dame Staff Use Only

Exempt from SPT? ☐ Yes ☐ No Year ___________________________

SPT Calculation

# days in current year: ________________
# days in last year
x 1/3: + ________________
# days in year before last
x 1/6: + ________________
Total Days for SPT = ________________
If <= 182 is NRA
If >= 183 is RA
Date of tax residency change: ________________
By ___________________________ Date ___________________________

Attach copies of required documents (see instructions) and submit to Human Resources - 200 Grace Hall

Revised 12/21/2011
International Form
University of Notre Dame International Form Instructions

REQUIRED: Attach a copy of the following to your completed International Form:

1. DS-2019 (J-1) or I-797A (H1B) or I-20 and EAD card (OPT or CPT)
2. Passport (photo page)
3. Visa
4. I-94

Completing the Form - Step by Step Instructions

1. Enter today's date, your name (last name first) and your ndID. Your ndID is the number on your Notre Dame identification card that begins with a “9” and is nine digits.

2. Check the appropriate box and include the identification number if applicable.

3. Enter your country of citizenship and birth date.

4. Enter your country of residence prior to entering the United States. Enter the dates of residence ONLY if the country of residence is different from your country of citizenship.

5. Enter your first date of entry into the United States in any Visa Category.

6. Enter your current date of entry into the United States as indicated on your I-94 card (Departure Record).

7. Enter the expiration date indicated on your I-94 card, most likely D/S (Duration of Status).

8. Enter the start and end date as indicated on Part 5 of Form I-20 (F-1) or Part 3 of Form DS-2019 (J-1).

9. Enter the country of issue and the expiration date of your passport.

10. Check the box indicating your visa type and expiration date. If you are a J-1 visa holder, enter the exchange visitor category indicated on Part 4 of Form DS-2019.

11. Enter your arrival date, departure date, visa type, and purpose (i.e. study, employment, etc...) for all previous visits to the United States in any visa category EXCEPT B1/B2 or Visa Waiver.

12. Enter your local physical address. Where you are living while at Notre Dame

13. Enter your permanent home country address.

14. Sign and date the form. Attach a copy of the required documents as listed above.

15. On your first day at the University, submit the form and attachments to the Office of Human Resources, 200 Grace Hall.