

(2)

University of Notre Dame International Form

Date: _____

(1) Name: _____
(Last, First, MI)

ND ID#: _____

Check one and provide ID#: U.S. SSN: _____
 U.S. SSN Applied For
 U.S. ITIN: _____

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: _____ Male Female
(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: _____ Country of Issue: _____ Expiration Date: _____
(10) U.S. Visa Type: F-1 TN B-1 H1-B Other Type: _____ Expires: _____
 J Visa, category as specified on DS-2019: _____

(11) In the table below, please list your travel to the United States and travel dates for the last seven years up to the present.
 Check box if you have been in the U.S. as Visa category F, J, M, L, or O prior to 7 years ago and include dates on list below.
Please attach additional sheet if more room is necessary.

Arrival Date (mm/dd/yy)	Departure Date (mm/dd/yy)	Visa Type (ex: F-1, F-2, etc.)	Purpose of presence in U.S. (ex: study, tourist, conference, employment, etc.)	Notre Dame Staff Use Only		
				Exempt from SPT?		SPT Calculation
				Yes/No	Year	
						# 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 _____

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

(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 _____

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

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
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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.