

# SYSTEM INTERNATIONAL EMPLOYMENT SERVICES



## FOREIGN NATIONAL INFORMATION SYSTEM (FNIS)

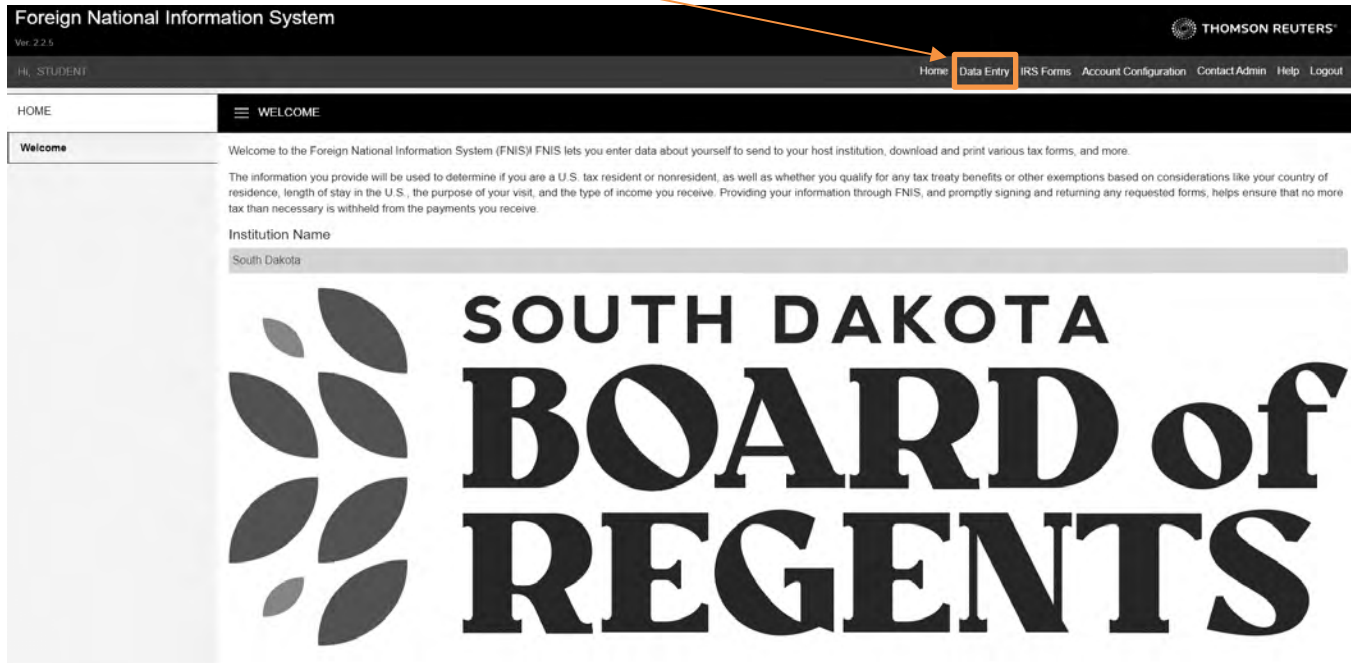
In the first month of your employment, you will receive an email from SDBORWindstar@sdbor.edu requesting you to access a website called FNIS and to enter information about yourself, your visa status, and your current and previous entries into the U.S. **Please complete this task as soon as possible once you receive this email.** If you have any questions or concerns regarding the online FNIS form, please contact System International Employment Services (SIES).

SIES takes every effort to reduce your tax liability on the income you earn while you are in the U.S. The FNIS program allows you to take full advantage of any existing tax treaties and to ensure you are being taxed correctly. Most of the information is pre-loaded from our payroll software allowing completion of your FNIS record in 6 easy steps:

- Enter User ID and Password per emailed instructions from SDBORWindstar@sdbor.edu.
- Institution code will always be “sdstate”
- You will be required to change your password

Choose to consent to receiving your forms electronically and click “Save Changes”!

To get started, click on “Data Entry”



The screenshot shows the top navigation bar of the Foreign National Information System (FNIS) with the Thomson Reuters logo. The 'Data Entry' link is highlighted with an orange box. Below the navigation bar, the page title is 'WELCOME' and the main content area displays the South Dakota Board of Regents logo and name.

Click on “Basic Information”



The screenshot shows the same FNIS homepage as above, but with the 'Data Entry' dropdown menu open. The 'Basic Information' option is highlighted with an orange box. The dropdown menu includes options for 'Address Information', 'Additional Information', 'Immigration Status History', 'Confirmation', and 'View Data'.

As you work through the online FNIS form, if you need more information, click on the “Question Mark” next to the applicable field.



Click on “Edit” to make changes

## STEP 1: BASIC INFORMATION

Please verify that the pre-populated fields are correct. Enter or update as needed. If the pre-populated information is not correct, please contact your campus HR/Payroll office.

- Full Name: *First Name*, *Middle Name* (if applicable), *Last Name*
  - Please leave the following fields blank: *Title*, *Post Title*, *Maiden Name*
- Social Security Number
  - If you do not have a Social Security Number, **leave this field blank** and indicate “Yes” or “No” if you have applied for one. You can still submit the FNIS form for review without an SSN.
    - If you have not applied for a Social Security Number, please do so as soon as possible.
    - When you receive your Social Security Number, please contact your campus HR/Payroll office.
- Individual Taxpayer Identification Number: If you have an ITIN, please enter. Otherwise, leave blank.
- Organization ID: Assigned campus ID Number. Do not change.
- Foreign Taxpayer ID: please leave blank.
  - Disregard *Payroll System*, *Financial/Accounts Payable System*, *Student System*, *Visa/Immigration System*
- Student Type
  - Choose *Undergraduate* or *Graduate Student*. If you are not a student employee, choose *Not a Student*.
- Trainee Type: J-1 Trainee, J-1 Intern and J-1 Student Intern only. If not applicable, enter *Not a Trainee*
- Department at Institution: Enter the department name you will be working in.
- Occupation at Institution: Enter your job title. Please leave *Occupation 2 at Institution* blank.

Click “Save Changes”

## STEP 2: INDIVIDUAL INFORMATION

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DATA ENTRY

INDIVIDUAL INFORMATION

Basic Information

Individual Information

Address Information

Additional Information

Immigration Status History

Confirmation

View Data

Date Of Birth \*

Marital Status  
 Married  Single  Unknown

Skip this section if you answered "Single" to the previous question.

Is your spouse in the United States?  
 Yes  No  Unknown

Does your spouse have any gross income from the United States?  
 Yes  No  Unknown

Is your spouse claimed as dependent by another taxpayer for United States tax purposes?  
 Yes  No  Unknown

Dependents  
(not including spouse)

Complete the dependents section only if any of the following conditions apply to you:

If you are a national of American Samoa, the Northern Mariana Islands, or the US Virgin Islands, or are a tax resident of Canada or Mexico, enter your total number of dependents. 0

If you are a tax resident of the Republic of Korea (South), enter your total number of dependents who were with you in the USA at some time in the calendar year. 0

If you are a resident of India who entered the USA for the primary purpose of studying/acquiring training, enter your number of dependents who are US citizens or residents. 0

Home Telephone in USA Extension Daytime Telephone in USA Extension

Fax Number

Email Address \*

Date First Ever Entered USA \*

Claiming Personal Exemption  
 Yes  No  Unknown

Edit Cancel Save Changes

Please verify that the pre-populated fields are correct. Enter or update as needed. If the pre-populated information is not correct, please contact your campus HR/Payroll office.

- Date of Birth
- Marital Status. If you are married, answer the remaining questions.
- Dependents. Answer questions, if applicable
- Email Address (University assigned email. Please do not change.)
- Date First Ever Entered USA
  - This is the date you entered the United States **for the first time.**
- Claiming Personal Exemption. Leave as default.

Click on "Save Changes"

# STEP 3: ADDRESS INFORMATION

Foreign National Information System  
Ver. 2.0.3  
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HR, EMPLOYEE Home Data Entry IRS Forms Account Configuration Contact Admin Help Logout

DATA ENTRY ADDRESS INFORMATION

Basic Information [icon] US Local Address

Individual Information [icon] Address Line 1 \*

Address Information [warning icon] Address Line 2

Additional Information [warning icon] Address Line 3

Immigration Status History [icon] City \* State \* Zip Code \* [icon]

Confirmation [warning icon]

View Data

Foreign Residence Address [icon]

Address Line 1 \*

Address Line 2

Address Line 3

City \*

Province/Region \*

Regional Postal Code \*

Country \*

[icon] Edit [icon] Cancel [icon] Save Changes

US Local Address and Foreign Residence Address are required fields. Please verify that the pre-populated fields are correct. Enter and update as needed. If the pre-populated information is not correct, please contact your campus HR/Payroll office.

Click on “Save Changes”.

## STEP 4: ADDITIONAL INFORMATION

Foreign National Information System

Mar 2013

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DATA ENTRY

ADDITIONAL INFORMATION

Basic Information

Individual Information

Address Information

Additional Information

Immigration Status History

Confirmation

View Data

Country of Passport/Citizenship

Passport Number \*

Passport Expiration Date \*

Are you also a U.S. citizen?

Yes  No  Unknown

Country of Tax Residence \*

Self-Employment

Fill out this section only if you are self-employed.

Do you have an office regularly available to you in the USA? \*

Yes  No  Unknown

Other Information

Are you the recipient of a foreign grant? (i.e. a non-service scholarship or fellowship) \*

Yes  No  Unknown

Have you proven to the IRS that you have a closer connection to a foreign country than to the USA? \*

Yes  No  Unknown

Have you submitted an application to become a US lawful permanent resident? \*

Yes  No  Unknown

Are you engaged in a full-time program? \*

Yes  No  Unknown

Do you wish to claim treaty benefits if they are available? \*

Yes  No  Unknown

Edit Cancel Save Changes

Please verify that the pre-populated fields are correct. Enter or update as needed. If the pre-populated information is not correct, please contact your campus HR/Payroll office.

- Country of Passport/Citizenship
- Passport Number
- Passport Expiration Date
- Are you also a U.S. citizen?
- Country of Tax Residence
- Other Information
  - Enter “Yes” or “No”. If you are unsure, choose “Unknown”.

Click on “Save Changes”.

## STEP 5: VISA/IMMIGRATION STATUS HISTORY

Foreign National Information System  
Ver. 2.0.3

Hi, EMPLOYEE

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DATA ENTRY

VISA/IMMIGRATION STATUS HISTORY

Basic Information

Individual Information

Address Information

Additional Information

Immigration Status History

Confirmation

View Data

Please add all Visa/Immigration statuses that satisfy any of the following criteria:

- Visa immigration activity within the past three calendar years
- F, J, M or Q visa immigration activity since January 1, 1985.
- Visa immigration activity since January 1, 1985 for which you received treaty benefits.

Visa/ Immigration Activity

+ Add New Record Continue

Visa Type/ Immigration Status	Start Date	End Date	Action
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Click on “Add New Record”

Foreign National Information System  
Ver. 2.0.3

Hi, EMPLOYEE

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DATA ENTRY

VISA/IMMIGRATION STATUS HISTORY

Basic Information

Individual Information

Address Information

Additional Information

Immigration Status History

Confirmation

View Data

Add a New Visa/ Immigration Record

Immigration Status \*

Primary Purpose of Visit \*

Tax residence country before entering US \*

Treaty Benefit Taken as \*

Visa Number \*

First Day in U.S. in this Status \*

Last Day in U.S. in this Status \*

Cancel Save

The following fields are required.

- Immigration Status
- J Subcategory, if applicable
- Primary Purpose of Visit (Example: If you are in F-1 status, select “Studying in Degree Program”)
- Tax residence country before entering US
- Treaty Benefit Taken as, if applicable
- First Day in US in this Status (This is the date you arrived in the US in this status)
- Last Day in US in this Status (This is the date you exited the US. If you are entering your current immigration status and have not left the US, use your program end date. F-1 use the I-20, J-1 use the DS-2-2019, etc.)

Click “Save”

**For each additional immigration activity**, you will need to “Add New Record”. Once complete, click “Continue”

Hi, EMPLOYEE

Home Data Entry IRS Forms Account Configuration Contact Admin Help Logout

DATA ENTRY

VISA/IMMIGRATION STATUS HISTORY

Please add all Visa/Immigration statuses that satisfy any of the following criteria:

- Visa immigration activity within the past three calendar years
- F, J, M or Q visa immigration activity since January 1, 1985.
- Visa immigration activity since January 1, 1985 for which you received treaty benefits.

Visa/ Immigration Activity

+ Add New Record Continue

Visa Type/ Immigration Status	Start Date	End Date	Action
F-1 Student	22-Dec-2022	21-Dec-2025	

## **STEP 6: CONFIRMATION**

Foreign National Information System

Ver. 2.0.3

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Hi, EMPLOYEE

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DATA ENTRY

CONFIRMATION

You have reached the final page. If you would like to exit this form to continue at another time your information will be saved. To view a summary of your entries click on the **View Data** button below. This may be printed out, signed and returned to your Administrator's office once you have received confirmation from the administrator that the data is complete.

[View Data](#)

If you would like to submit this form please read the following statements:

I hereby authorize **South Dakota** to release this information to Thomson Reuters (Tax & Accounting) Inc., 2395 Midway Road, Carrollton, TX 75006 for the following purpose: technical software support for the International Tax Navigator system.

I hereby certify under penalty of perjury that all of the above information is true, complete and correct. I understand that if my status changes from that which I have indicated on this form I must submit a new form to the appropriate Department.

If you agree to these statements and would like to email this information to your institution, click the **Submit Confirmation** button below. You will not be able to make any more changes without permission from the administrator at your institution.

The information I have entered is correct and I wish to submit it to my host site.

[Submit Confirmation](#)

When you are finished with entering your data, check the confirmation box and click “Submit Confirmation”.

**The System International Employment Services (SIES) is here to assist you. Please do not hesitate to contact us if you have any questions or concerns regarding the FNIS system.**

System International Employment Services  
605-688-6949  
sdsu.sies@sdstate.edu