



**University of South Carolina  
Foreign National Tax Information Form**

*The information in this form is used to determine your U.S. residency status and to determine if you are exempted from payroll and other related taxes.*

**Instructions:**

**A. Please print, sign, and mail to:** [Foreign National Tax Information Form](#) (complete electronically; hand written is not accepted)

**International Payroll Office**  
1600 Hampton Street  
7th Floor, Payroll  
Columbia, SC 29208

**Student Hours:** Mondays and Tuesdays 10:00A.M. - 2:00P.M.

**Faculty/Staff Hours:** Wednesdays by **APPOINTMENT ONLY**

**Administrative Days:** Thursdays and Fridays **NO WALKINS OR APPOINTMENTS**

Do you have a job or teaching/graduate assistantship through the University?    Yes    No

(1) Last/Family Name _____	First _____	Middle _____
(2) USCID#(Begins with a letter) _____		
(3) Email Address _____		(4) Date of Birth(mm-dd-yy) ___/___/___

<p><b>(5) U.S. Local Address</b> (do not use campus address)</p> <p>Line1 _____</p> <p>Apartment Number _____</p> <p>City _____</p> <p>State _____</p> <p>Zip Code _____</p>	<p><b>(6) Foreign Permanent Residence Address</b></p> <p>Line1 _____</p> <p>Line2 _____</p> <p>City Postal Code _____ City _____</p> <p>Province/Region _____</p> <p>Region Postal Code _____</p> <p>Country _____</p>
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(7) Country of Citizenship _____
(8) Tax Residency, if different from above (last country you resided in) _____
(9) Did Tax Residency end?    Yes    No
(10) If tax residency ended, when?(mm-dd-yyyy) ___/___/___

<b>11 Current Immigration Status</b>		
Permanent Resident(attach copy of green card)	H-1 Temporary Employee	VW(Visa Waiver)
Applicant for LPR	F-1 Student	Other _____
J-1 Exchange Visitor	F-1 OPT	
J-2 Exchange Visitor Dependent	B-1/B-2	
<b>(12) If immigration status is J-1, what is the Subtype?</b>		
Student	Professor	Short-term Scholar
	Research Scholar	Other _____
<b>If immigration status is J-2, attach J-1 Sponser Form DS-2019.</b>		

<b>(13) Actual Primary Activity</b>		
<input type="checkbox"/> Studying in a Degree Program	<input type="checkbox"/> Observing	<input type="checkbox"/> Clinical Activities
<input type="checkbox"/> Studying in a Non-Degree Program	<input type="checkbox"/> Consulting	<input type="checkbox"/> Temporary Employment
<input type="checkbox"/> Teaching / Lecturing	<input type="checkbox"/> Conducting Research	<input type="checkbox"/> Other _____
<input type="checkbox"/> Acquire Training / Attend Workshop	<input type="checkbox"/> Provide Training / Facilitate Workshop	



## Foreign National Form Guide

Please find your current visa status in the left column. The right column tells you what documents to attach to the above Foreign National Tax Information Form.

Visa Status	Documents Needed
F-1	Passport identification page All U.S. Visa(s) All U.S. Entry Stamps I-94 card or electronic entry document All I-20(front and back) EAD for OPT
J-1	Passport identification page All U.S. Visa(s) All U.S. Entry Stamps I-94 card or electronic entry document DS-2019 ( must include current, and all prior DS-2019) Offer Letter
J-2	Passport identification page All U.S. Visa(s) All U.S. Entry Stamps I-94 card or electronic entry document  DS-2019 for J-1 sponsor DS-2019 for dependent Offer Letter
H-1B	Passport identification page All U.S. Visa(s) All U.S. Entry Stamps I-94 card or electronic entry document All I-797 Offer Letter
TN	Passport identification page All U.S. Entry Stamps I-94 card or electronic entry document Offer Letter

If additional information is needed, please contact the Payroll Department at (803)777-4227.