



FOREIGN NATIONAL INFORMATION FORM (PAGE 1)

The Foreign National Information Form must be completed before you can receive any form of payment. All applicable questions below must be answered. A copy of the following documents should be attached to this form: passport, U.S. visa, both sides of the I-94 card, and the I-20, I-797, DS-2019 or work authorization card that was issued to you. For new employees, this form must be submitted before any check can be issued by UCF Human Resources - Payroll.

1. Title \_\_\_ First \_\_\_\_\_ Middle \_\_\_ Last or Family Name \_\_\_\_\_

2. Social Security # \_\_\_\_\_ 3. Birthdate \_\_\_\_\_ 4. EMPLID \_\_\_\_\_

5. Check one of the following:  New Employee  Current Employee- Immigration Status Has Changed

6. US Local Address

Street Address \_\_\_\_\_
Line 2 \_\_\_\_\_
City \_\_\_\_\_
State \_\_\_\_\_ Zip Code \_\_\_\_\_

7. Foreign Residence Address

\_\_\_\_\_
\_\_\_\_\_
Province/Region \_\_\_\_\_ Country \_\_\_\_\_

8. Country of Citizenship \_\_\_\_\_

9. Visa # \_\_\_\_\_

10. Passport # \_\_\_\_\_

11. Passport Expiration Date \_\_\_\_\_

12. Have you ever had another immigration status in the U.S.?  Yes  No (If yes, see page 2.)

13a. Have you taken steps to apply for permanent residence?  Yes  No

13b. If you marked yes and you are a student, are you receiving any state benefits such as in-state tuition or the Bright Futures Award?  Yes  No

14. Current Immigration Status

- U.S. Immigrant/Permanent Resident  F-1 Student  J-2 Spouse or Child of Exchange Visitor
 J-1 Exchange Visitor  H-1 Temporary Employee  Applied for Permanent Residence  TN
Other: \_\_\_\_\_

15. If Immigration Status is J-1, what is the subtype? Only check one of the following:

- 01 Student  05 Professor  12 Research Scholar
 02 Short Term Scholar  Other: \_\_\_\_\_

16. What is the actual Primary Purpose of the visit? Only check one of the following:

- 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

17. What is the actual date you entered the U.S. for the Current Primary Activity? (month, day, year) \_\_\_\_\_

18. What is the start date of your Immigration Status? (month, day, year) \_\_\_\_\_

19. What is the end date of your Immigration Status? (month, day, year) \_\_\_\_\_

20. What is your Job Title (example: Professor)? \_\_\_\_\_

21. In which department of UCF do you work (example: Chemistry)? \_\_\_\_\_

22. What is your estimated annual income for the year? \_\_\_\_\_

I hereby certify that all of the above information is true and correct. I understand that if my status changes from that which I have indicated on this form I must submit a new Foreign National Information Form to the Office of Human Resources, Records Department.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Email Address \_\_\_\_\_

## FOREIGN NATIONAL INFORMATION FORM (PAGE 2)

The Foreign National Information Form must be completed before you can receive any form of payment. Please list any visa immigration activity in last three calendar years and all F, J, M or Q Visas since 1/1/85:

Date of Entry	Date of Exit	(A) Visa Immigration Status	(B) J-1 Subtype	(C) Primary Purpose	Have You Taken Any Treaty Benefits
__/__/__	__/__/__	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
__/__/__	__/__/__	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
__/__/__	__/__/__	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
__/__/__	__/__/__	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
__/__/__	__/__/__	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
__/__/__	__/__/__	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
__/__/__	__/__/__	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
__/__/__	__/__/__	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
__/__/__	__/__/__	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

**(A) VISA IMMIGRATION STATUS:**

- U.S. Immigrant/Permanent Resident
- F-1 Student
- J-2 Spouse or child of Exchange Visitor
- J-1 Exchange Visitor
- H-1 Temporary Employee
- Other, please specify

**(B) J-1 SUBTYPE**

- Student
- Professor
- Research Scholar
- Short-Term Scholar
- Other, please specify

**(C) PRIMARY PURPOSE:**

- Studying in a degree program
- Studying in a Non-Degree program
- Teaching
- Lecturing
- Observing
- Consulting
- Conducting Research
- Training
- Demonstrating Special Skills
- Clinical Activities
- Temporary Employee
- Here with Spouse
- Other, please specify

I hereby certify that all of the above information is true and correct. I understand that if my status changes from that which I have indicated on this form I must submit a new Foreign National Information Form to UCF Human Resources, Employment Services & Records Department.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_