FOREIGN NATIONAL DATA COLLECTION FORM

v 1.0
12/06/17

Current federal laws state that if you are not a U.S. citizen we must ask to see these documents and perform a tax residency analysis before you can receive any form of payment. The requested information below is strictly confidential and will be used for tax withholding and reporting purposes only. All applicable questions below must be answered and copies of the following documents must be provided with this completed form: (For additional guidance on completing this form, see page 2)

1. Copy of passport page showing name, number and photo;
2. Copy of U.S. visa;
3. Copy of I-94 Arrival and Departure Record or admission stamp in passport (showing immigration status, entry date, etc).
4. If applicable, copy of Form I-20 (F-1 students), DS-2019 (J-1 students, scholars or professors), or I-797 (H-1B, O-1, etc.)

Last or Family Name:	First Name:	Middle:

(1) Social Security or ITIN #:		(2) Country of Citizenship	(3) Country of Tax Residence
(4) Passport #:	(5) Visa #:	(6) What is your relationship with CMA? (check all that apply) ☐ Employee ☐ Student ☐ Guest Speaker ☐ Consultant ☐ Performing Artist ☐ Other_____	
(7) U.S. Local Street Address		(8) Foreign Residence Address:	
City:	State: Zip:	City:	Province/Region:
Email Address:	Phone #:	Country:	Postal Code:

(9) What is your current visa immigration status?	(10)	(11)	(12)
☐ F-1 Student ☐ H-1B Employee ☐ J-1 Student ☐ B-1/WB Business Visitor ☐ J-1 Research Scholar ☐ B-2/WT Tourist Visa ☐ J-1 Professor ☐ O-1 Performer ☐ Other _____	Original date of entry to U.S. on <u>current</u> visa status?	What is the expiration date of this current immigration status?	What is your estimated departure from the U.S.?
(13) Institution sponsoring your visa: ☐CMA ☐ Other Institution: _____ ☐ No sponsoring institution (i.e. B-1/B-2 or WB/WT visa)	mm/dd/yy	mm/dd/yy	mm/dd/yy

(14) <u>Required for honoraria payments to *B-1/B-2/WB/WT*, or travel reimbursements to *B-2/WT* immigration status only</u>:
The activities will last no longer than 9 days at Cal Maritime, and I have not accepted honoraria and/or be reimbursed for travel and incidental expenses for my academic activity from more than 5 institutions in the previous 6 months. ☐ Yes ☐ No
<u>Required for travel reimbursements to *B-1/WB* immigration status only:</u> I am being reimbursed for travel and/or incidental expenses in connection with usual academic activity. ☐ Yes ☐ No

(15) <u>Required for *J-1* immigration status only</u>: Payments to J-1 individuals that are sponsored by an institution other than CMA require approval from the sponsoring organization that permits the individual to perform services and receive payment from CMA. Have you received written permission from your sponsor?
☐Yes (attach letter) ☐No

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(16) Have you ever made any prior visits to the U.S. under the current immigration status or a different immigration status? ☐ No ☐ Yes (If Yes, complete below)			
Date of Entry to U.S. (mm/dd/yy)	Date of Exit (mm/dd/yy)	Visa Immigration Status (i.e., F-1, J-1, H-1B, B-2)	Primary Activity/Purpose of Visit (i.e., student, professor, tourist, etc.)

I hereby certify that all of the above information is true and correct. I agree that if my status changes from that which I have indicated on this form, I will prepare and submit a new Foreign National Data Collection Form.

_____ _____

Signature Date

Additional Guidance for Completing the Foreign National Data Collection Form

(1) Social Security Number: Enter U.S. Social Security number issued by the U.S. Social Security Administration, not your student ID number. All employees must have a Social Security number in order to work. If no, enter your Individual Taxpayer Identification Number (ITIN) issued by the IRS.
(2) Country of Citizenship: Enter the country for which you are a citizen. For dual citizenship, enter both countries.
(3) Country of Tax Residence: Enter the country for which you are required to pay taxes (typically your country of citizenship)
(4) Passport #: Enter the passport # typically located toward the upper right hand section of your passport.
(5) Visa #: Enter the visa # located toward the bottom right hand of your visa sticker in your passport, usually in red.
(6) Relationship with CMA: Check all boxes that apply to your relationship with CMA.
(7) U.S. Local Street Address: Enter the address where you are currently living while here in the U.S.
(8) Foreign Residence Address: Enter your non U.S. (permanent home) address.
(9) Immigration Status: Check the type of immigration status that you currently hold. This can typically be found on your I-94 Arrival/Departure document or admission stamp in your passport. If you are a permanent resident (holder of a "green card") skip to the certification section and sign. If you have no legal immigration status, check "Other" and write "None".
(10) Original Date of Entry to U.S. on current visa status: You may enter and leave the U.S. many times during your current immigration status (i.e. vacations, holidays, summer break, etc.) The original date of entry to the U.S. in your current immigration status is the first date that you arrived in the U.S. to begin your study, teaching, research, etc., not the last date you entered the U.S.
(11) Expiration Date of Immigration Status: Enter the date noted on your I-94 document (or admission stamp located in your passport), I-20, or DS-2019 documents.
(12) Estimated Departure from U.S.: Enter the approximate date on which you intend to leave the U.S.
(13) Sponsoring Institution: Enter the institution sponsoring your visa found on your I-20, DS-2019 or I-797 documents.
(14) Honoraria/Travel Payments: Payments to individuals on a B-1/B-2 or WB/WT status are required to meet these criteria.
(15) Payments to J-1 individuals not sponsored by CMA are required to submit letter of approval from the sponsoring institution.
(16) Prior Visits to U.S.: Enter the date of entry, date of exit, immigration status, and primary activity for all visits to and from the U.S. List any U.S. visa immigration activity since 1986 for all F, J, M, or Q visas. For all other visa immigration activity, list the last 3 calendar years of activity. If actual dates are unknown, please estimate the dates.

FOR INTERNAL USE ONLY:

Reviewed by HR:	Date:	Entered in Glacier by:	Date: