

## Foreign National Information System (FNIS) Instructions

If you are an international student or scholar who is employed at Columbia University and/or the recipient of a fellowship, scholarship or grant, you are required to enter specific data pertaining to your immigration and tax status into a computerized database called the Foreign National Information System (FNIS).

### Failure to complete the online FNIS form may result in incorrect taxation setup!

- Go to FNIS <https://fnis.thomsonreuters.com/columbia>

You should have received an email from [hris-nra@columbia.edu](mailto:hris-nra@columbia.edu) which contained your username. Click on the “Forgot Password Link” to create a temporary password, which will be emailed to you. Log in with the temporary password and then create a new password.

- Consent to whether or not you want to receive your end of year tax form (1042-S) and other tax forms electronically.

### Consent to Receive IRS Forms and Reports Electronically

With the Foreign National Information System (FNIS) you can view and print immigration and taxation forms that your host institution has made available. The IRS ruling IRS Reg. 31.6051 now requires that you, as the recipient, give consent to receiving the form(s) electronically before they are uploaded. Please read the Description of Services below and check the box if you would like to view your form(s).

Your forms and reports can be viewed on the internet with a PDF reader such as Adobe Reader. They can be furnished in a paper format if you do not consent to receive it electronically.

You may withdraw consent at any time by checking the appropriate button below. This page can also be accessed on the FNIS Welcome page using the Consent link. A withdrawal of consent does not remove a form(s) from the website if this form(s) was furnished before the consent is withdrawn.

Your administrator will inform you of any conditions under which these forms will cease to be supplied electronically.

#### IRS Form 1042-S

- I have read the above and hereby agree to give consent to my Institution to deliver the form 1042-S over the Internet.
- I do not give consent to my Institution to deliver the form 1042-S over the Internet.

#### All Other IRS Forms and Reports (Does not include 1042-S)

- I have read the above and hereby agree to give consent to my Institution to deliver the IRS forms and Reports over the Internet.
- I do not give consent to my Institution to deliver the IRS forms and Reports over the Internet.

Submit

- Click “Submit”.

- Click on “Data Entry” on the home screen to begin entering data.




**Welcome to the Foreign National Information System**

Welcome to the Foreign National Information System (FNIS)! Using FNIS, you can enter data about yourself to send to your host institution, download and print tax forms, and more.

- ▶ **Data Entry**   
Send information about yourself to your host institution.
- ▶ **IRS Form View and Print**  
View and print tax forms for submission to the IRS.
- Consent**  
Consent to view and print tax forms.  
  
The IRS ruling **IRS Reg. 31.6051** now requires that you, as the recipient, give consent to receiving the form(s) electronically before they are uploaded.
- ▶ **Account Configuration**  
Configure your account and change your FNIS password.

Notes on entering data in FNIS:

- All required fields are in **Bold**
- Fill out the form as complete as possible. If you are unsure, you can “Save with Errors”
- There are useful “help”  buttons available as you move through the fields



- Enter **Individual Information** on Page 2

**Page Navigation** 1 2 **Individual Information** 3 4 5 6 **Help**

Use this navigation bar to move quickly among pages **without saving**.  
By holding your mouse pointer over a page number the title of the page will appear.  
To save changes to a page, use the **Save & Continue** button at the bottom of the page.

## Step 2: Individual Information

**Date of Birth**  DD-Mon-YYYY ?

**Marital Status**

Married

Single

Unknown

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**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 purpose? ?

Yes

No




Unknown

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**Dependents**  
(not including spouse)

Do not include your spouse when answering the three questions in this section (if applicable). Generally, a dependent is a person who relies on the taxpayer to provide more than half of their support (such as food, lodging, education, etc.).

**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.	<input type="text" value="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.	<input type="text" value="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.	<input type="text" value="0"/> ?

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**Telephone**

?

**Home Telephone in USA**      Extension

?

Daytime Telephone in USA      Extension

**Fax Number**

**Email Address**

**Date First Ever Entered USA**  DD-Mon-YYYY

**Claiming Personal Exemption**

Yes    No    Unknown

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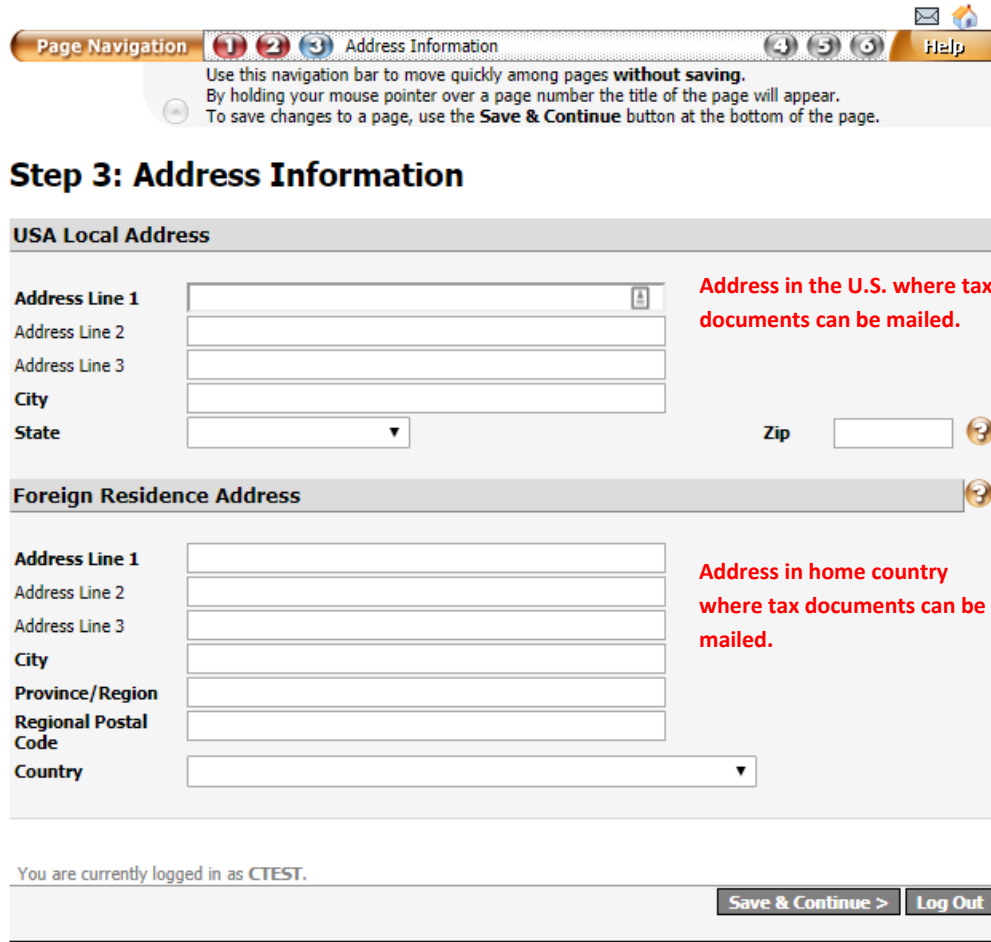
You are currently logged in as **KAMATO**.

**Save & Continue >**   **Log Out**

IMPORTANT: If you choose to enter your email address when filling out the form, be sure to use the same email address the email from hris-nra@columbia.edu came to. If you use any other address, you will not receive emails from the system.

- Click on "Save & Continue" to move to the next page.

- Enter **Address Information** on Page 3




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### Step 3: Address Information


#### USA Local Address

**Address Line 1**   **Address in the U.S. where tax documents can be mailed.**

Address Line 2

Address Line 3

City

State  Zip  

#### Foreign Residence Address

**Address Line 1**

Address Line 2

Address Line 3

City

Province/Region

Regional Postal Code

Country

You are currently logged in as CTEST.

**Save & Continue >** **Log Out**

- Click on “Save & Continue” to move to the next page.

- Enter **Additional Information** on Page 4

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To save changes to a page, use the **Save & Continue** button at the bottom of the page.

### Step 4: Additional Information

Country of Passport/Citizenship

Passport Number

Passport Expiration Date  DD-Mon-YYYY

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

You are currently logged in as CTEST.

[Save & Continue >](#) [Log Out](#)

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The country in which you were a tax resident during your visit to the US or immediately before coming to the U.S.

Are you receiving money (grant, fellowship, scholarship) from a country other than the U.S.?

- Click on “Save & Continue” to move to the next page.

- Enter your Visa/Immigration Status History on Page 5. **DO NOT SKIP THIS STEP**

**This is a very important field that will determine your tax residency status. If not completed, you will be contacted to re-do the registration again.**

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### Step 5: Visa/Immigration Status History

Dates represent the actual dates in the U.S., which may be different from the visa/program dates.

Please list all visa activity that satisfies 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.

Dates must NOT overlap.

When you are finished, click the **Continue** button at the bottom of the page.

**You have not yet entered any visa information.** Click the **Add New Record** button below to enter a record, or simply click the **Continue** button at the bottom of the page if you have no visa immigration history to enter. If you need assistance, contact your institution administrator.

Click here to add a record. New records need to be added for each separate entry into the U.S.

You are currently logged in as CTEST.
Continue >

Log Out

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Page Navigation
Help

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### Create a New Visa Immigration Record

Visa information may not be saved unless the Immigration Status, J Subcategory, Primary Purpose of Visit, Tax residence country before entering US and Date Fields are completed. Please complete these fields and then click the Save & Continue button at the bottom of the page.

<b>Immigration Status</b>	<input type="text" value="Enter Visa Type Here"/>	?
<b>J Subcategory</b>	<input type="text" value="Not Applicable"/>	?
<b>Primary Purpose of Visit</b>	<input type="text" value="Enter the purpose of your visit"/>	?
<b>Tax residence country before entering US</b>	<input type="text" value="Country where you lived and pay taxes"/>	?
<b>Treaty Benefit Taken as</b>	<input type="text" value="Unknown"/>	?
<b>Visa Number</b>	<input type="text"/>	?
<b>First Day in U.S. in this Status</b>	<input type="text"/> DD-Mon-YYYY	?
<b>Last Day in U.S. in this Status</b>	<input type="text"/> DD-Mon-YYYY	?

You are currently logged in as CTEST.

Discard Changes
Save & Continue >

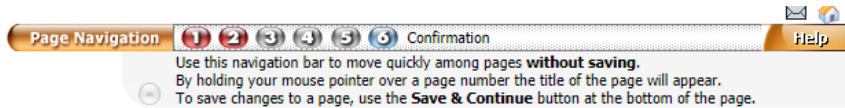
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Dates should be the actual dates of entry/departure.

Date format should be Day-Month-Year

- Click "Save & Continue" after entering all of your records.

- Confirm the accuracy of the data you entered on Page 6. This data will automatically be forwarded and analyzed by Central Human Resources.
  - a. Click on the “View Data” button to verify information.
  - b. Go back to the “Confirmation” Page (Page 6) and check the “Confirmation” box at the bottom of the page.
  - c. Click “Finish”. You will receive a notification that your data has been received.



### Step 6: 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.



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

I hereby authorize Columbia University 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 **Finish** button below. You will not be able to make any more changes without permission from the administrator at your institution.

**Confirmation**

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

**Finish**

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