

**University of Oregon  
FOREIGN NATIONAL DATA REQUEST FORM**

The information requested on this form is used to determine your U.S. tax withholding status. You must complete this form (1) **before beginning employment**, (2) **if your visa status changes**, and (3) **at the beginning of each calendar year**. If you are not currently working, and do not plan to work in the next year you are not required to complete and turn in this paperwork.

**PLEASE ATTACH A COPY, FRONT AND BACK, OF YOUR DOCUMENTS: I-94, I-20, DS-2019, EAC (Employment Authorization Card)**

**PART 1 - PERSONAL INFORMATION**

1. Last Name	First	Middle	2. UO ID or Social Security Number
3. Street Address (U.S.)			4. Work phone number
5. City	State	Zip Code	6. Dept to be contacted
7. E-mail Address			8. Personal phone number
<p>9. Primary purpose of visit to the United States. Please check the appropriate box.</p> <p>Faculty: _____ Student/GTF: _____ Practical Training- Attach copy of authorization _____          Professor/Researcher _____ Degree _____ Non-degree _____</p> <p>Date of latest entry into USA for current purpose: _____ (don't include short breaks such as holidays, vacation etc.)</p>			

**PART 2 - CITIZENSHIP AND VISA INFORMATION**

10. Citizen of:	11. Permanent Resident of: (If different from question 10)	12. Current Visa Type, F-1, J-1, etc.
13. Date <b>Originally</b> Entered USA for primary purpose indicated in box 9	14. End Date on I-20, DS-2019 or EAC	15. Admit Until Date on I-94 (may be D/S)

**PLEASE COMPLETE PARTS 3 AND 4 ON THE BACK OF THIS FORM**

**FOR PAYROLL OFFICE USE ONLY**

Reviewed By:	Date:
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**PART 3 – SUBSTANTIAL PRESENCE TEST – DETERMINATION OF RESIDENCE STATUS FOR TAX WITHHOLDING**

**NOTE:** \*If you had days of presence for ANY calendar years prior to the years listed below you MUST include information for these as well using the below format (attach a separate sheet of paper if needed).

**16.** \*In the chart below include **ALL** days you were/will be present in the United States during the calendar years listed. Calendar year refers to the period January 1 to December 31.

Calendar Year	Purpose: (for example teacher, researcher, or student). List all dates for mid-year changes (month/day/year).	Visa Type (F-1, J-1, etc.)	Number of days <b>expected</b> to be present in the U.S. beginning from Jan 1st
2017			

Calendar Year	Purpose: (for example teacher, researcher, or student). List all dates for mid-year changes (month/day/year).	Visa Type (F-1, J-1, etc.)	Number of days <b>actually</b> present in the U.S. during the year.
2016			
2015			
2014			
2013			
2012			
2011			
2010			
2009			

**PART 4 – CERTIFICATION**

If you are eligible to claim treaty benefits using Form W-9, please do **not** complete Form 8233.

Do you currently have a **Form W-9** on file? Yes\_\_\_ No\_\_\_ Do you wish to start/continue claiming treaty benefits? Yes\_\_\_ No\_\_\_

I certify that to the best of my knowledge and belief all the information I have provided is true, correct, and complete. I acknowledge that if I have claimed a tax treaty benefit that the UO has the right to deny treaty benefits if eligibility cannot be clearly determined.

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