

**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 MOST RECENT DOCUMENTS: I-94, I-20, DS-2019, or EAC (Employment Authorization Card)

PART 1 – PERSONAL INFORMATION AND RESIDENCY INFORMATION

| | | | |
|--|-------|----------|--------------------------|
| 1. Last Name | First | Middle | 2. UO ID |
| 3. Street Address (U.S.) | | | 4. Work phone number |
| 5. City | State | Zip Code | 6. UO Department |
| 7. E-mail Address | | | 8. Personal phone number |
| 9. First time you entered USA for any purpose since 1985 (Month/Day/Year) | | | |
| 10. Country of Citizenship | | | |
| 11. Country of Permanent Residence (if different from question 10) | | | |

PART 2 – SUBSTANTIAL PRESENCE TEST – DETERMINATION OF RESIDENCE STATUS FOR TAX WITHHOLDING

INSTRUCTIONS: List **ALL** days of presence in the U.S. for **ANY** calendar year going back to **January 1, 1985** using the chart below and on page 2. A “calendar year” refers to the period January 1 to December 31. The information requested on this form is used to determine your U.S. tax withholding status and treaty eligibility.

SUBSTANTIAL PRESENCE TEST DATA (CURRENT YEAR IN USA):

In the chart below, include **ALL** days you expect to be present in the United States (at **ANY** school or location within the United States) for the current calendar year:

| 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 expected to be present in the U.S. beginning from Jan 1st |
|---------------|---|----------------------------|---|
| 2018 | | | |

