

**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. <b>First</b> 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 <b>expected</b> to be present in the U.S. beginning from Jan 1st
2025			

