



# INTERNATIONAL EMPLOYEE WORKSHEET (PAGE 1 of 2)

Welcome to Western! As a new international employee, the following information is needed in order to tax your salary correctly and help us to ensure your work status is current.

**This form must be completed and returned before you can receive any form of payment.**

Given or Last Name: \_\_\_\_\_ First: \_\_\_\_\_ M.I. \_\_\_\_\_ W# \_\_\_\_\_

Social Security #: \_\_\_\_\_ If you don't have a SSN, you must apply for one on Form SS-5

Are you a Resident Alien \_\_\_\_\_ OR Nonresident Alien \_\_\_\_\_?

**U.S. LOCAL ADDRESS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**FOREIGN RESIDENCE ADDRESS:**

Address line 1: \_\_\_\_\_

Address line 2: \_\_\_\_\_

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Province/Region: \_\_\_\_\_

Foreign Country: \_\_\_\_\_

Date of Birth (MM/DD/YYYY): \_\_\_\_\_ Marital Status:  Single  Married

Contact Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_ Country that Issued Passport: \_\_\_\_\_

Passport #: \_\_\_\_\_ Are you also a citizen of the U.S.?  Yes  No

Country of Residency: \_\_\_\_\_ If you are a resident of Canada, do you commute daily to WWU?  Yes  No

**IMMIGRATION STATUS:**

U.S. Immigrant / Permanent Alien

F-1 Student

J-1 Exchange Visitor

H-1B Temporary Employee

K Spouse visa

TN NAFTA Professional

P Performing athletes, artists, entertainers

O Extraordinary ability worker

Other: \_\_\_\_\_

**IF J-1 VISA, WHAT TYPE?**

N/A

Student

Professor

Specialist

Research Scholar

Summer Travel/Work

Student Intern

Other: \_\_\_\_\_

**WHAT IS YOUR PRIMARY PURPOSE FOR BEING IN THE UNITED STATES?**

Studying in a Degree Program

Studying in a Non-Degree Program

Teaching

Lecturing

Observing

Consulting

Conducting Research

Training

Demonstrating Special Skills

Clinical Activities

Temporary Employee

Here with Spouse

Other: \_\_\_\_\_

**HAVE YOU EVER HAD PREVIOUS IMMIGRATION STATUS IN THE U.S.?**

Yes  No

(If yes, please see page 2)

**CURRENT IMMIGRATION STATUS EXPIRATION DATE:**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Month Day Year

D/S

**WILL YOU CONDUCT RESEARCH FOR THE PUBLIC BENEFIT?**

Yes  No

**IF YOU ARE A STUDENT, WHAT TYPE?**

Undergraduate  Masters  Not a Student

**IF YOU ARE A STUDENT, ARE YOU IN A FULL-TIME PROGRAM?**

Yes  No  Not a Student

**COMPLETE BACK OF FORM**

# INTERNATIONAL EMPLOYEE WORKSHEET (PAGE 2 of 2)

**COUNTRY OF TAX RESIDENCE IF DIFFERENT FROM FOREIGN RESIDENCE:** \_\_\_\_\_

Did tax residency end?    Yes    No

If yes, when? \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**WHAT IS THE DATE OF YOUR MOST RECENT ARRIVAL IN THE U.S.?**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Month   Day   Year

**WHAT IS THE FIRST DATE YOU ENTERED THE U.S. IN YOUR CURRENT IMMIGRATION STATUS?**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Month   Day   Year

**WHAT IS THE PROJECTED END DATE OF YOUR CURRENT IMMIGRATION STATUS?**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Month   Day   Year

**For the current calendar year, how many days will you be outside the U.S. between the start and end date of your current immigration status?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ENTRY & EXIT DETAILS**

**PLEASE LIST ALL U.S. VISA IMMIGRATION ACTIVITY WITHIN THE LAST 7 YEARS:**

Date of Entry (Month / Day/Year)	Date of Exit (Month / Day/Year)	Visa Immigration Status (see below)	If J-1, Subtype (see below)	Primary Activity (see below)	Have you taken any Treaty Benefits?	
____/____/____	____/____/____	_____	_____	_____	Yes	No
____/____/____	____/____/____	_____	_____	_____	Yes	No
____/____/____	____/____/____	_____	_____	_____	Yes	No
____/____/____	____/____/____	_____	_____	_____	Yes	No
____/____/____	____/____/____	_____	_____	_____	Yes	No
____/____/____	____/____/____	_____	_____	_____	Yes	No
____/____/____	____/____/____	_____	_____	_____	Yes	No
____/____/____	____/____/____	_____	_____	_____	Yes	No
____/____/____	____/____/____	_____	_____	_____	Yes	No
____/____/____	____/____/____	_____	_____	_____	Yes	No

*Reference information for the above table:*

**SAMPLE IMMIGRATION STATUS:**

- U.S. Immigrant / Permanent Alien
- F-1 Student
- H-1 Temporary Employee
- J-1 Exchange Visitor
- J-2 Spouse or Child of Exchange Visitor
- O-1 Alien of Extraordinary Ability/Arts
- O-2 Personnel Accompanying O-1 Alien
- P-1 Int'l Renowned Performing Group
- P-3 Culturally Unique Performers/Group

**SAMPLE J-1**

**SUBTYPES:**

- 01 Student
- 02 Short Term Scholar
- 05 Professor
- 12 Research Scholar

**PRIMARY ACTIVITIES:**

- 01 Studying in Degree Program
- 02 Studying in Non-Degree Program
- 03 Teaching
- 04 Lecturing
- 05 Observing
- 06 Consulting
- 07 Conducting Research
- 08 Training
- 09 Demonstrating Special Skills
- 10 Clinical Activities
- 11 Temporary Employee
- 12 Here with Spouse

**All applicable questions above must be answered. A copy of both sides of your I-94 form, your U.S. Visa from your passport, the picture page of your passport, and an I-20 or DS-2019 form must be submitted with this form.**

**I hereby certify that all of the above information is true and correct. I understand that my taxation and withholding will be based on the information I have provided and that if my status changes from that what I have indicated on this form, I must submit a new form to Human Resources.**

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