

**THE GEORGE WASHINGTON UNIVERSITY  
ALIEN INFORMATION REQUEST FORM (AIRF)**

PLEASE TAKE YOUR TIME COMPLETING THE INFORMATION ON THIS FORM. ALL APPLICABLE QUESTIONS BELOW MUST BE ANSWERED. YOUR ANSWERS WILL AFFECT THE KIND AND AMOUNT OF TAXES TAKEN OUT OF PAYMENTS THAT YOU RECEIVE FROM THE UNIVERSITY.

This form should be completed by non-U.S. citizens receiving payments from GW (such as honorarium). These individuals are required to complete their data electronically. To do so, send an email to tax@gwu.edu requesting access to Sprintax Calculus. State the nature of your payments (ex. fellowship, employment, stipend, prize, etc.). Submit the completed form to your department with a copy of your passport, visa, and other applicable immigration forms. Include a W-8BEN or W-9 depending whether you are a nonresident alien or resident alien for U.S. tax purposes.

(1) Last or Family Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

(2) Social Security #: \_\_\_\_\_ (3) ID #: \_\_\_\_\_

(4) School/Department: \_\_\_\_\_

(5) U.S. LOCAL STREET ADDRESS: \_\_\_\_\_ FOREIGN RESIDENCE ADDRESS: \_\_\_\_\_

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

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Province/Region: \_\_\_\_\_ Postal Code: \_\_\_\_\_

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

(7) Country of Citizenship: \_\_\_\_\_ (8) Country That Issued Passport: \_\_\_\_\_

(9) Passport #: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ (10) Visa #: \_\_\_\_\_ Date Issued: \_\_\_\_\_

- (11) RESIDENCY STATUS: An alien will be considered a United States resident for tax purposes if the individual:
- a. Is a lawful permanent resident of the United States at any time during the current calendar year (e.g. a "green card" holder), or
  - b. Meets the requirements of the Substantial Presence Test (see below) as specified by the Internal Revenue Service regulations, or
  - c. Is a student who elects to be treated as such based on an income tax treaty with Barbados, Hungary or Jamaica.

- (12) DETERMINATION OF RESIDENCY STATUS - PERMANENT RESIDENT
- I hereby certify that I have been given the privilege, according to U.S. immigration laws, of residing permanently in the United States as an immigrant and that this status has not been revoked and has not been administratively or judicially determined to have been abandoned. (Attach green card, etc.; proceed to the signature block).

- (13) DETERMINATION OF RESIDENCY STATUS - SUBSTANTIAL PRESENCE TEST  
(Read the note below to see if you are exempt from this test.)

**NOTE: Generally, F and J students will be considered nonimmigrant nonresident aliens for five calendar years and those in non-student J status for two calendar years. These individuals are exempt from this test. An individual will not be exempt from the Substantial Presence Test and therefore will likely be a resident alien if he/she was exempt as a J category nonimmigrant for any two years during the last 6 calendar years. In addition, if you are in A-1 or G-4 visa status and you are the spouse or live-in dependent who is less than 21 years old of the primary visa holder, you are exempt from this test and should check the nonresident alien box below. Non-spouse A-1's and G-4's who live alone or are 21 or older should take this test.**

Number of days of expected physical presence in the U.S. during the current calendar year: Year 20 \_\_\_\_\_

Number of days of actual physical presence in the U.S. last year: (if exempt, write "0") \_\_\_\_\_ /3 = \_\_\_\_\_

Number of days of actual physical presence in the U.S. two years ago: (if exempt, write "0") \_\_\_\_\_ /6 = \_\_\_\_\_

TOTAL NUMBER OF CALCULATED DAYS PRESENT IN THE UNITED STATES: \_\_\_\_\_

If the total is less than 183 days you are a NONRESIDENT ALIEN for tax purposes.  
If the total is equal to or greater than 183 days you are a RESIDENT ALIEN for tax purposes.  
Please check the appropriate box in the residency status section below.

**Non-spouse A-1s and G-4s provide:**  
Date Of Birth: \_\_\_\_\_  
Live with Primary Visa Holder?  
 Yes  No

- (14) CERTIFICATION OF RESIDENCY STATUS (Form W-9 required for resident alien; Form W-8BEN required for nonresident alien)
- I hereby certify that I am a RESIDENT ALIEN of the United States based on the above test.
  - I hereby certify that I am a RESIDENT ALIEN of the United States because I am a student from Barbados, Hungary or Jamaica.
  - I do not meet the requirements for residency in the United States. I am a NONRESIDENT ALIEN.

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(15) CURRENT IMMIGRATION STATUS: (CHECK ONE)

- U.S. Immigrant/Permanent Resident  
 F-1 Student  
 J-1 Exchange Visitor  
 J-1 Exchange Student  
 H-1B Temporary Employee  
 J-2 Spouse or child of Exchange Visitor  
 Other: \_\_\_\_\_

(16) IF IMMIGRATION STATUS IS J-1 EXCHANGE VISITOR, WHAT IS THE SUBTYPE? (CHECK ONE)

- 01 Student  
 02 Short Term Scholar  
 05 Professor  
 12 Research Scholar  
 Other: \_\_\_\_\_

(17) WHAT IS THE ACTUAL PRIMARY PURPOSE OF THE VISIT? (CHECK ONE)

- 01 Studying in a Degree Program  
 02 Studying in a 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

(18) WHAT TYPE OF STUDENT?:

- Undergraduate  
 Doctoral  
 Masters  
 Other: \_\_\_\_\_

(19) TYPE OF PAYMENTS (Check All that Apply):

- Wages/Salary/Assistantship  
 Expense Reimbursement  
 Non-service Stipend  
 Third-party Payments  
 Tuition Scholarship  
 Other: \_\_\_\_\_  
 Personal Service Honorarium

(20) WORK START DATE: \_\_\_\_\_  
 DD MM YY

(21) PAYMENT CYCLE:  
 Bi-weekly  
 Monthly

(22) DESCRIPTION OF WORK (e.g. Graduate Teaching Assistant?): \_\_\_\_\_

(23) Total Compensation this tax year (Estimate): \_\_\_\_\_ (24) Total Scholarship/Fellowship this tax year: \_\_\_\_\_

(25) WHAT IS THE ACTUAL DATE YOU ENTERED THE UNITED STATES?

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 DD MM YY

(26) WHAT IS THE START DATE OF YOUR IMMIGRATION STATUS FOR THIS PRIMARY ACTIVITY?

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 DD MM YY

(27) WHAT IS THE END DATE OF YOUR IMMIGRATION STATUS FOR THIS PRIMARY ACTIVITY?

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 DD MM YY

(28) HISTORY IN THE UNITED STATES (Enter dates DD MM YY):

Date of Entry	Date of Exit	Visa Immigration Status	J-1 Subtype	Primary Purpose	Have You Taken Any Treaty Benefits?
____/____/____	____/____/____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
____/____/____	____/____/____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
____/____/____	____/____/____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
____/____/____	____/____/____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
____/____/____	____/____/____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
____/____/____	____/____/____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
____/____/____	____/____/____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

(29) MARRIED SPOUSE IN USA?:  
 Yes  No  Yes  No Number of dependents \_\_\_\_\_

(30) FOR CONSULTANTS/SELF-EMPLOYED INDIVIDUALS:

Do you/will you have an office (fixed base) in the USA?  
 Yes  No If yes, how many days in this tax year did you/will you have office (fixed base)? \_\_\_\_\_

I hereby certify that all of the above information is true and correct. **I realize that federal and state laws in most cases REQUIRE ME TO FILE INCOME TAX RETURNS to their respective jurisdictions for each calendar year, whether I am a nonresident alien or a resident alien.**

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