

FOREIGN NATIONAL CHECK-IN AND TAX ASSESSMENT (FORM PR-100)

In accordance with IRS Publication 515, the University of North Carolina at Chapel Hill must collect information to determine federal and state income tax withholding status for payments received by foreign nationals. This form also provides information to International Student and Scholar Services (ISSS) to help advise students and scholars accurately about immigration issues. You may also be asked to complete the form if: (1) you change your immigration status type, (2) you take a substantial leave of absence from the University then return or (3) your tax status changes.

All non-resident aliens must complete this form before beginning employment or receiving any funding from UNC-CH. Please allow two weeks processing time after completed check-in for ISSS to enter your information into the Windstar payroll system.

Please answer all questions that apply as accurately as possible. A copy of your Form I-94 "Arrival Record"; any previously issued Forms I-20 or DS-2019; a copy of your U.S. visa stamp (if applicable); or any other documents relevant to your current immigration status must be submitted with this form. You may also need previous immigration documents to complete the information in Part III about your prior U.S. immigration history.

I. PERSONAL INFORMATION

- (1) Passport Last Name ("family" or "surname"): _____
- (2) Passport First Name ("given name"): _____
- (3) Passport Middle Name: _____
- (4) Preferred Name (if different from above): _____
- (5) Have you ever applied for a U.S. Social Security or U.S. Individual Taxpayer Identification number? Yes No
- (6) Academic Program or UNC Department: _____ UNC PID #: _____
- (7) Supervisor or P.I. (scholars only) _____ CB # (scholars only): _____
- (8) Date of Birth: ____/____/____ (mm/dd/yyyy) Sex: Male Female
- (9) UNC email address: _____ Personal email address: _____
- (10) USA Local Home Phone: _____ USA Local Day/Office Phone: _____
- (11) USA Residential Address (12) Address in Home Country or Last Country of Residence
- Street: _____ Street: _____
- City: _____ City: _____
- State: _____ Province/Region: _____
- Zip code: _____ Region Postal Code: _____
- Same as mailing address? Yes No Country: _____
- If no, enter U.S. mailing address: _____
- (13) Country of Birth: _____ (14) City of Birth: _____
- (15) Are you married? Yes No If spouse is in the U.S., spouse's immigration status: _____
- Do you have children? Yes No If children are in the U.S., children's immigration status: _____
- (16) Will you be receiving funding (employment, scholarships, reimbursement) from UNC-Chapel Hill? Yes No

II. IMMIGRATION INFORMATION

- (17) Passport/Citizenship Country (country that issued passport): _____
- (18) Country of Legal Permanent Residence (if different from #17): _____
- (19) Passport #: _____ Passport Expiration Date: ____/____/____ (mm/dd/yyyy)
- (20) Tax Residence Country (prior to arrival in the U.S.): _____
- (21) Current Immigration Status (i.e. F-1, J-1, H-1B or other): _____
- (22) Immigration Status Start Date: ____/____/____ (mm/dd/yyyy)
- Immigration Status End Date: ____/____/____ (mm/dd/yyyy)

(23) What is the primary purpose of your time at UNC? Check one:

- 01 Studying-Degree Program
- 02 Studying-Non Degree Program
- 03 Teaching
- 07 Conducting Research
- 10 Clinical Activities
- 11 Temporary Employment
- 12 Here with Spouse/Relative
- 16 Tourist Activities
- 17 Business Activities
- 19 Practical Training F1, J1
- 20 Educational/Professional Activities
- Other: _____

(24) If you are here in J-1 status, mark exchange visitor category (see section 4 of DS-2019)

- 01 Student
- 02 Short Term Scholar
- 05 Professor
- 06 Specialist
- 12 Research Scholar
- Other: _____

(25) Have you ever had another immigration status in the United States? Yes No **If yes, complete Section III**

III. PRIOR US IMMIGRATION ACTIVITY

List any immigration activity in the last three calendar years **and** all F, J, M or Q visas since 1/1/85. If you had a multiple entry visa, do not put all dates of entry/re-entry; please provide only the first date of entry and last day of exit for each status you have had.

Date of Entry (mm/dd/yyyy)	Date of Exit (mm/dd/yyyy)	Immigration Status	Primary Purpose (See section 23)	J Category (J visitors only; see section 24)	Have you taken any Tax 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

IV. EMERGENCY CONTACT INFORMATION

(26) Emergency Contact in Home Country:

Name: _____

Address: _____

Phone: _____

Relationship to you: _____

(27) Emergency Contact in USA (if applicable):

Name: _____

Address: _____

Phone: _____

Relationship to you: _____

V. CONSENT FOR RETRIEVAL OF I-94 RECORDS

You will be required to submit a copy of your Form I-94 to ISSS at the time you check in. However there may be times when it will be useful for ISSS staff to view your I-94 records electronically in order to assist you or to properly update your ISSS file, your SEVIS record or other University records. ISSS staff may do so only with your permission. Please complete the following statement:

I do do **not** consent to allow ISSS to use my passport information to access my electronic I-94 record and/or travel history using the U.S. Customs and Border Protection's online I-94 retrieval system at www.cbp.gov/i94.

IV. CERTIFICATION

I hereby certify that all of the above information is true and correct. I also hereby confirm that it is my responsibility to fully understand all rules and regulations that apply to my immigration status and to maintain my legal status in the U.S. by following said rules. I understand that if my status changes from that which I have indicated on this form I must notify ISSS immediately. **Failure to notify International Student and Scholar Services (ISSS) and Payroll Services of any changes in immigration or employment status may result in penalties assessed by the Internal Revenue Service or Department of Homeland Security.**

Signature: _____

Date: _____