



**Submitting FNIS Information for Residency Status and Treaty Eligibility
VISITORS**

Attention: All visitors on a non-immigrant visa (J, F, H-1B, TN, O-1) who will be receiving any type of payment for services on campus, *other than travel reimbursements*.

The necessary information to complete Form 8233 (for treaty benefits) and determine residency status for tax purposes must be submitted online using the following procedures:

1. Contact nonresident.tax@emory.edu to obtain a userID and temporary password for the FNIS System.
2. Log on to the website <https://fnis.thomsonreuters.com/emory> with your userID and temporary password. You will be asked to change your password after logging in. **PLEASE MAKE SURE TO WRITE DOWN AND KEEP YOUR USER ID AND FINAL PASSWORD IN A SAFE PLACE! YOU MAY NEED THEM TO ACCESS FORMS LATER ON!**
3. Complete pages 1-6 of the questionnaire as indicated (page instructions below). If you are accidentally logged out, all information you have saved will still be there. Log on again and continue until finished.
4. Click the ? button by a line item for additional information regarding that line. You can also email the system administrators at nonresident.tax@emory.edu with any additional questions.
5. Click **"Save and Continue"** to advance to the next page. If some information is missing or not applicable, please click **"Save with Errors."** If page will not save because of missing info, enter N/A to fill in section.
6. Once you have reviewed the Immigration Status Data summary, click the **"Finish"** button on Page 6 to submit your data to the System Administrator, who will review the data and respond back to you if additional information is needed. Please allow 3 business days for a response. Once your submission is approved, the administrator will send you an email with additional information on how to access forms.
7. After your submission is approved print the Immigration Status Data form. Log on, click the **"Data Entry"** button, and click the **"View Data"** button to print a copy of the information (Immigration Status Data). Once you have your summary form ready, log on again and click "consent" to allow us to transmit forms to you electronically.
8. Contact your Emory representative with questions or further instructions.

FNIS Page Instructions

- **Page 1** – Anything that does not apply to your visit (such as Institution Assigned ID Number), leave blank.
- **Page 2** – Enter all Individual Information as indicated. Please be sure to include an email address.
- **Page 3** - Enter your U.S. and foreign address.
- **Page 4** – Enter your passport information. Answer self-employment questions. Please answer Other Information questions to the best of your ability.
- **Page 5** – Please add records as follows:
 - **2013 – current:** ALL immigration activity including B1/B2 and WB/WT
 - **2009 – 2012:** F, J, M, and Q immigration activity
 - **Prior to 2009:** Only F or J student activity since 1985
 - **MAKE SURE TO INCLUDE YOUR CURRENT U.S. VISIT INFORMATION.** If this information is not included, the form will be REJECTED.
- **NOTE:** If you have not arrived in the United States, you may not be able to complete information for the current visit in the section "ADD A RECORD" on Page 5. Please SAVE and log out. Once you receive this vital information, LOG ON and ENTER information.
- **Page 6** – Read information and click the **"View Data"** button to review the summary copy of the information (Immigration Status Data) supplied on the questionnaire. You can make any corrections by clicking on the page numbers at the top of the screen.