

FNIS View by the International Employee

STEP 1

The international employee will see this screen. Much of the info comes preloaded to them as it was entered in Banner. Such as NAME, SSN, INSTITUTION 'A' ID. They may enter foreign taxpayer ID if they have one. Most do not. Enter student type and Department at Institution. The other fields are optional.

Page Navigation 1 Basic Information 2 3 4 5 6 Help

Use this navigation bar to move quickly among pages **without saving**.
By holding your mouse pointer over a page number the title of the page will appear.
To save changes to a page, use the **Save & Continue** button at the bottom of the page.

Step 1: Basic Information

- It is recommended that you click on the Help buttons as you tab through these forms.
- Required fields are in **Bold**.
- Once you click on the Save & Continue button, the current page is saved and can be returned to for further editing at any time before you complete data entry.

Full Name

Title **First** Middle **Last** Post Title

Maiden Name

Identification

Social Security Number If you do not have a U.S. SSN or ITIN, have you applied for one?
 Yes No I have SSN or ITIN

Individual Taxpayer Identification Number

Institution-Assigned ID Number

Foreign Taxpayer ID

Student type Graduate Student

Trainee type Professional

Institution Information

South Dakota State Unive
Department at Institution

college
Occupation at Institution

Occupation 2 at Institution

You are currently logged in as the Administrator.

Save & Continue >

Copyright © 2002-10 Windstar Technologies, Inc. All rights reserved.

Click "Save & Continue

STEP 2

Date of Birth is preloaded from Banner. They can choose M or S.

FNIS Administrator Browser

Page Navigation: 1 2 Individual Information Help

Use this navigation bar to move quickly among pages **without saving**.
 By holding your mouse pointer over a page number the title of the page will appear.
 To save changes to a page, use the **Save & Continue** button at the bottom of the page.

Step 2: Individual Information

Errors have been detected on this page.

- Please check the fields shaded in red below.
- Clicking on the "Save with Error Checking" button will check your entries for errors or blank fields and bring you to the next page if no errors are found.
- Clicking the red "Save with Errors" button will save the data as it is and bring you to the next page.
- If you are unsure of what information is being requested of you, it is OK to save with errors.

Date of Birth DD-Mon-YYYY

Marital Status

Married

Single

Unknown

Skip this section if you answered "Single" to the previous question.

Is your spouse in the United States?

Yes

No

Unknown

Does your spouse have any gross income from the United States?

Yes

No

Unknown

Is your spouse claimed as dependent by another taxpayer for United States tax purpose?

Yes

No

Unknown







This page continued below.....

STEP 2 –continued...


Daytime phone and Fax numbers show at required. They are Not required. Email address is preloaded from Banner. Date first Ever Entered USA is REQUIRED. They will need to enter this date.


Dependents
(not including spouse)


Complete the dependents section only if any of the following conditions apply to you:

	If you are a national of American Samoa, the Northern Mariana Islands, or the US Virgin Islands, or are a tax resident in Canada or Mexico, enter your total number of dependents.	<input type="text" value="0"/>	
	If you are a tax resident of the Republic of Korea (South), enter your total number of dependents who were with you in the USA at some time in the calendar year.	<input type="text" value="0"/>	
	If you are a resident of India who entered the USA for the primary purpose of studying, enter your number of dependents who are US citizens or residents.	<input type="text" value="0"/>	


Telephone



Home Telephone in USA Extension


Daytime Telephone in USA Extension

Fax Number 

Email Address

Date First Ever Entered USA DD-Mon-YYYY 

Claiming Personal Exemption Yes No Unknown 

You are currently logged in as the Administrator.

Copyright © 2002-10 Windstar Technologies, Inc. All rights reserved.

Click on RED “Save with Errors” button.

STEP 3

USA Address is preloaded from Banner. Foreign address is REQUIRED. They must enter their foreign address.

The screenshot shows a web browser window titled "FNIS Administrator Browser". At the top, there is a "Page Navigation" bar with buttons for "1", "2", "3", "4", "5", "6", and "Help". Below this is a navigation instruction: "Use this navigation bar to move quickly among pages **without saving**. By holding your mouse pointer over a page number the title of the page will appear. To save changes to a page, use the **Save & Continue** button at the bottom of the page."

Step 3: Address Information

USA Local Address

Address Line 1:
 Address Line 2:
 Address Line 3:
 City:
 State: Zip:

Foreign Residence Address

Address Line 1:
 Address Line 2:
 Address Line 3:
 City:
 Province/Region:
 Regional Postal Code:
 Country:

You are currently logged in as the Administrator.

[Save & Continue >](#)

Copyright © 2002-10 Windstar Technologies, Inc. All rights reserved.

Click "Save & Continue"

STEP 4

Passport info is REQUIRED. They must enter country of tax residence.

None of our employees who receive this email will have self-employment as these are only pulled from Banner PEAEMPL. Other Internationals who receive scholarships or fellowships are entered manually and do not receive this email. They are often not here long enough to be assigned an email address.

Other information: No changes are required here unless opt to change something.

The screenshot shows a web browser window titled "FNIS Administrator Browser". The page is titled "Step 4: Additional Information". At the top, there is a "Page Navigation" bar with icons for back, forward, and search, and a "Help" button. Below the navigation bar, there is a message: "Use this navigation bar to move quickly among pages without saving. By holding your mouse pointer over a page number the title of the page will appear. To save changes to a page, use the Save & Continue button at the bottom of the page." The form contains the following fields and options:

- Country of Passport/Citizenship:** A dropdown menu with "MEXICO" selected.
- Passport Number:** A text input field with a blacked-out value.
- Passport Expiration Date:** A date picker showing "27-May-2020" and a format "DD-Mon-YYYY".
- Are you also a U.S. citizen?:** Radio buttons for "Yes", "No" (selected), and "Unknown".
- Country of Tax Residence:** A dropdown menu with "MEXICO" selected.
- Self-Employment:** A section titled "Fill out this section only if you are self-employed." containing a question: "Do you have an office regularly available to you in the USA?" with radio buttons for "Yes", "No" (selected), and "Unknown".
- Other Information:** A section containing four questions, each with radio buttons for "Yes", "No" (selected), and "Unknown":
 - "Are you the recipient of a foreign grant? (i.e. a non-service scholarship or fellowship)"
 - "Have you proven to the IRS that you have a closer connection to a foreign country than to the USA?"
 - "Have you submitted an application to become a US lawful permanent resident?"
 - "Are you engaged in a full-time program?"
- Footer:** "You are currently logged in as the Administrator." and a "Save & Continue >" button. Below the footer is the copyright notice: "Copyright © 2002-10 Windstar Technologies, Inc. All rights reserved."

Click "Save & Continue"

STEP 5

All of STEP 5 is REQUIRED to make WindStar work. This is the part that confuses most as it is not formatted well. Click on "Add New Record". Enter current visa status, including start date; (usually same as entry date into US) and end date. End date is same as program end date on I-20 or DS-2019. Click on "Add New Record" for each visa status they have ever held.



Click "Continue"

On next page they click 'submit' and they are done.

STEP 5

This is what it looks like inside of each Visa Type/Immigration Status. First day in US in this status and Last day in US are entry date and program end date on I-20 or DS-2019. Sevis ID is on upper right corner of I-20 or DS-2019.

FNIS Administrator Browser

Page Navigation | Visa History | Help

Use this navigation bar to move quickly among pages **without saving**.
By holding your mouse pointer over a page number the title of the page will appear.
To save changes to a page, use the **Save & Continue** button at the bottom of the page.

Edit a Visa Immigration Record

Visa information may not be saved unless the Immigration Status, J Subcategory, Primary Purpose of Visit, Tax residence country before entering US and Date Fields are completed. Please complete these fields and then click the Save & Continue button at the bottom of the page.

Immigration Status	F-1 Student	?
J Subcategory	Not Applicable	?
Primary Purpose of Visit	Studying in Degree Program	?
Tax residence country before entering US	MEXICO	?
Treaty Benefit Taken as	Unknown	?
Visa Number		?
First Day in U.S. in this Status	09-Aug-2010 DD-Mon-YYYY	?
Last Day in U.S. in this Status	07-May-2015 DD-Mon-YYYY	?
SEVIS ID	f0007300633	?

You are currently logged in as the Administrator.

Copyright © 2002-10 Windstar Technologies, Inc. All rights reserved.