

Windstar Technologies
Foreign National Immigration System
Submit Information for Residency Status and Treaty Eligibility

Attention all international students and scholars (J, F, H-1B, TN, 0-1) on a non-immigrant visa 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 Mary Chenault mchenau@emory.edu in the Controller's Office to obtain a userID and password.
2. Logon to the website <https://fnis.windstar.cc/emory> with your userID and password.
3. **Complete pages 1-6** of the questionnaire as indicated.
4. Click the **?** button by a line item for additional information regarding that line. You can also email the system administrator at mchenau@emory.edu with any additional questions.
5. Click **"Save and Continue"** to advance to the next page.
6. **Page 1** - The Institution ID is your employee ID. **If you do not have, leave blank.** The Foreign Taxpayer number can be left blank as well.
7. **Page 2** - Please be sure to include your email address. It can be a personal address.
8. **Page 5** - Please list **ALL** F, J, M or Q visa immigration activity since 01/01/85 and **ALL** immigration activity in the **last 3 calendar years including B1/B2 and WB/WT.** If not included, the form will be REJECTED.
9. After **Page 6** has been completed, click the **"View Data"** button to review the summary copy of the information (Immigration Status Data) supplied on the questionnaire.
10. 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 the system administrator to respond. If submission is approved, the system administrator will send you an email with a number to call and schedule a convenient time to meet with her and discuss your taxes.
11. After the form is approved by the system administrator, print and sign it. Your tax forms will be ready for signature when you meet with Mary A. Chenault. In order to receive nonresident alien benefits:
 1. You must bring the signed Immigration Status Data form (#8 above) to the Controller's Office along with the required immigration documentation (DS-2019, I-20, I-94 card, passport, and/or H-1B or TN hire letter)
 2. You will be given the Form 8233, statement, and Form G-4 or Form W-4 and Form G-4 to sign at your appointment with Mary A. Chenault.
 3. This process **MUST** be done 15 days prior to your pay date in order to receive benefits for that payment.

Federal and State withholding will not be refunded if the forms are not completed in a timely manner. The treaty benefits will be activated on the next pay cycle. You must have a social security number before treaty benefits can be activated.

**Form 8233 is valid only for the calendar year in which it is filed
and must be refiled each year you are entitled to an exemption.**

Updated: June 2007