

## Request for FNIS

All international employees and students that receive payroll payments from the University of North Dakota are required to enter immigration data on UND's Foreign National Information System (FNIS).

**Note: Not completing the online FNIS form may require UND to withhold taxes you may not owe.**

After completing this form, you will receive an email with your FNIS logon and password. The personal and immigration information entered will make the paperwork process faster and easier. The Payroll Office needs sufficient information to determine your status as a resident alien or a nonresident alien for tax purposes. When entering data into FNIS, you will need your passport, visa, I-94 card, social security card and one of the following: I-20, DS2019, or I-797. Note: please provide copies of these documents to the UND Payroll Office.

Forward this completed form to: UND Payroll Office, Twamley Hall Room 312, 264 Centennial Drive, Stop 7127, Grand Forks, ND 58202-7127. Forms can be faxed to: 701-777-4721 or emailed to: trent.meyer@UND.edu.

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First Name (Given Name) \_\_\_\_\_

Last Name (Family Name or Surname) \_\_\_\_\_

UND E-Mail Address \_\_\_\_\_

\*Please be sure e-mail address is clear and legible

Provide the following:

Date of Birth \_\_\_\_\_

U.S. Social Security Number (if you already have one) \_\_\_\_\_

Employee or Student ID# \_\_\_\_\_

Intended Start Date \_\_\_\_\_

Yes

No

Is this your first visit to the United States?

## MEMO OF UNDERSTANDING – UNIVERSITY OF NORTH DAKOTA

### EMPLOYMENT POLICIES AND REGULATIONS FOR INTERNATIONAL STUDENTS IN F-1 OR J-1 STUDENT STATUS

As an international student holding F-1 or J-1 student status, I understand that the U.S. Code of Federal regulations<sup>1</sup> states that I may work on-campus under the following conditions:

- I can work a maximum of only **20 hours per work week**<sup>2</sup> whenever classes are in session.
- I am allowed to work more than **20 hours per work week**<sup>2</sup> during official academic break weeks. Academic break weeks are those full weeks when classes are not being held.

#### **DEFINITION OF ACADEMIC BREAKS (More than 20 hours of employment PERMITTED)**

- Spring break week
  - Any **full week(s)** between the Fall and Spring semesters
  - Any **full week(s)** starting the week following commencement in May through the week before classes begin in the Fall
- These hour limitations are per week and apply regardless of the number of employers I have.
  - I understand that it is my responsibility to keep track of the number of hours that I work in order to ensure that I do not exceed the work-hour limitations prescribed by U.S. immigration regulations and the international student employment policies of the University of North Dakota.

**I understand and agree that I must follow these regulations. Failure to do so will result in:**

- **Termination of my employment**
- **Termination of my I-20 or DS-2019 resulting in loss of legal non-immigrant student status in the United States**

My signature below verifies that I have read and understand the policies and regulations listed below and I understand the consequences to my status should I fail to follow these policies.

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

EMPL ID: \_\_\_\_\_

<sup>1</sup>F-1 Regulations: U.S. 8 C.F.R. 214.2(9)(i)

J-1 Regulations: U.S. 22 C.F.R. 62.23(g)(2)(iii)

<sup>2</sup> "The work week shall be from 12:01 a.m. Sunday through 12:00 midnight Saturday" (NDUS Human Resource Policy Manual 11.1)

If you are an international student or scholar who is employed at the University of North Dakota and/or the recipient of a fellowship, scholarship or grant, you are required to enter specific data pertaining to your immigration and tax status into a computerized database call the Foreign National Information System (FNIS).

After completing and submitting the FNIS Request Form, you will receive a “Immigration Data Needed” email message. This message will contain your login and password to the FNIS website. If you have forgotten your password, please contact Trent Meyer at [trent.meyer@UND.edu](mailto:trent.meyer@UND.edu).

To login to the FNIS site, go to: <https://fnis.windstar.cc/UND/>. Use the login and password provided to you in the “Immigration Data Needed” email.

You will be required to change your password the first time you login to the FNIS system.

The IRS requires we have your consent to receiving electronic forms before we can upload them your forms. To give consent, at the welcome screen click on the “consent” link.

To enter your information, click on “Data Entry” on the welcome screen. Complete the questions in as much detail as possible. You can “save with errors” if you are unsure of some of the fields. There are useful “help” buttons available as you move through the fields. You must fully complete the fifth page “Visa History”. Add visa records for all visas that you have used in the United States. You cannot have overlapping dates in your visa records.

You are required to confirm the accuracy of your data on page 6 after you’ve finished entering your information.

- Click on the “View Data” button to verify your information. Print the page and sign. This page should be submitted to the UND Payroll Office. You should also bring with, your passport, visa, I-94 card, social security card and one of the following: I-20, DS-2019 or I-797.
- Go back to the “Confirmation” Page (page 6) and check the “Confirmation” box on the bottom of the page.
- After you click “Finish”, you will receive notification that your data has been received.

Your information is automatically forwarded to the UND Payroll Office for processing and tax analysis.

You will receive further emails with instructions as your file moves through the analysis. You will also receive email notification when your tax forms have been uploaded to the FNIS site for your review and signature.

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UND FNIS website address: <https://fnis.windstar.cc/UND/>

Complete FNIS Instructions: [http://und.edu/finance-operations/payroll/\\_files/docs/fnis-instructions.pdf](http://und.edu/finance-operations/payroll/_files/docs/fnis-instructions.pdf)

## Email Communication

All e-mail communications from the FNIS system will have subject lines beginning with “UND Payroll:” In addition, all emails will originate from a UND e-mail address such as: [trent.meyer@UND.edu](mailto:trent.meyer@UND.edu).