SOUTHERN METHODIST UNIVERSITY
ALIEN DETERMINATION OF RESIDENCY FORM

FOR PAYROLL USE ONLY
Visa: _____ FICA: Y N
Entr:_____ Start:_____
Exp: _____ Resident
Ctry: _____Nonresident
Entered By: _____

All applicable questions must be answered. Attach copies of documents listed on the back of this form. **This form and documents must be returned before any payment will be issued.**

SECTION I. PAYEE INFORMATION

Name (Last, First)	Email:	SSN or ITIN
Country of Citizenship	Country of Residence	Department (of employment)
Passport Issued by (Country) and Passport Number	Visa Number (not control number)	SMU Student ID (if applicable)

SECTION II. CURRENT ALIEN STATUS

- ☐ Permanent Resident
- ☐ Permanent Resident Applicant
- ☐ B-1, WB, WT (Business)
- ☐ F-1 Student
- ☐ F-1 Student on "Practical Training"
- ☐ J-1 Student
- ☐ J-1 Student on "Academic Traning"
- ☐ J-1 (Reseach Scholar, Professor, Short-Term Scholar)
- ☐ H-1B Employee
- ☐ J-2 Spouse/Dependant of J-1 (non-student)
- ☐ J-2 Spouse/Dependant of J-1 (student)
- ☐ Other USCIS Classification: _____

SECTION III. IMMIGRATION INFORMATION *(Permanent Residents skip to Section IV)*

Furnish the information to detail the number of days of physical presence in the US for each calendar year.

	List Calendar Year	Number of days of Physical Presence	Periods (dates) of physical presence	Visa/USCIS classification	Were tax treaty benefits taken?
EXAMPLE	2007	350	1/15/07—12/31/07	J-1 Professor	No
Current Year	2007				
Last Calendar Year	2006				
2 Years Ago	2005				
3 Years Ago	2004				
4 Years Ago	2003				
5 Years Ago	2002				
6 Years Ago	2001				

Date of first entry into US	USCIS visa classification held during first entry	Expiration date of current USCIS classification	Anticipated date of departure from the US

SECTION IV: CERTIFICATION AND SIGNATURE

I certify that to the best of my knowledge all of the information provided above is true, correct and complete.

_____ _____
Signature Date (MM/DD/YY)

Permanent Residents do not need to continue to page 2. All Other USCIS visa status' must complete page 2.

SECTION V: DETERMINATION OF RESIDENT STATUS FOR TAX WITHHOLDING

TEST 1 **Exempt from the Substantial Presence Test** **(F or J Classification)**	**A. F-1 or J-1 STUDENTS:** Were you present in the US as a student, trainee or teacher during any part of the five (or fewer) calendar years, but not more than five years?	NO
	B. J-2 Spouse of STUDENT: Are you the spouse of a J-1 student **described in Question A above?**	NO
	C. J-1 NON-STUDENT Within the period of the previous six calendar years, were you either entirely absent from the US or present in the US as a student, trainee or teacher for only one calendar year?	NO
	D. J-2 Spouse of NON-STUDENT: Are you the spouse of a J-1 non-student **described in Question C above**?	NO

If you answered "YES" to any of the above questions, you are considered a Nonresident Alien for tax purposes. Check the Nonresident Alien box in Section VI. If you answered "NO" to any questions above OR they do not apply to you, continue to Test 2.

TEST 2

Substantial Presence Test

Calculate the number of days of physical presence in the US.

	List Calendar Year	Number of days of physical presence					Computation for Test
Current Year	_____	_____	X	1	=		_____
Last Year	_____	_____	X	1/3	=	+	_____
2 Years Ago	_____	_____	X	1/6	=	+	_____
					TOTAL		_____

If the total is greater than or equal to 183, you are a Resident Alien for tax purposes--Check the Resident Alien for Tax box. **If the total is less than 183**, you are a Nonresident Alien for tax purposes--Check the Nonresident Alien for Tax box.

SECTION VI: RESIDENCE STATEMENT FOR TAX PURPOSES

☐ Resident Alien for Tax Purposes
(MUST COMPLETE W-9)

☐ Nonresident Alien for Tax Purposes
Scholarship/Fellowship Receipents must complete W-8BEN-S
Independent Contractor/Honorarium must complete W-8BEN-I

USCIS VISA CLASSIFICATION	Required documents to attach to this form (Photocopy only, NO FAXES)
ALL classifications MUST have:	Copy of US Visa; Copy of I-94 card (both sides) (does not apply to PR or PR applicants); Social Security Number or receipt for SSN or ITIN; W-9 form (Resident Alien for Tax)
Permanent Resident	Permanent Resident or Resident Alien Card
Permanent Resident Applicant	Unexpired Employment Authorization Card (EAD); Letter from USCIS stating the Permanent Resident Application has been processed.
F-1 Student	Page 1 and 3 of I-20
F-1 Student on Optional Practical Training (OPT)	Page 1 and 3 of I-20; Unexpired Employment Authorization Card (EAD)
F-2 Student on Curricular Practical Training (CPT)	Page 1 and 3 of I-20 (Page 3 MUST indicate "CPT" and "Southern Methodist University"
J-1 Student	DS-2019 Form
J-1 Non-Student	DS-2019 Form
J-2 Spouse	Unexpired Employment Authorization Card (EAD)
H-1B Worker	I-797 Notice of Action (if a current H-1B can accept Receipt Notice); Prevailing Wage Statement
TN Professional	I-94 indicating "TN" status and the "Southern Methodist University"; Picture Page of Passport
Treaty Eligible Aliens: (Must have SSN or Receipt)	-Form 8233 and Revenue Procedure Statement (Employees, Non-Resident) -Form W-9 and W-9A (Employees, Resident) -W-8BEN-S (Stipend recipients and Post-Doc Fellows) -W-8BEN-I (Independent Contractors)

SECTION VII: TO BE COMPLETED BY DEPARTMENT REPRESENTATIVE

Department Contact Person: _____ Department Name: _____
Email Address: _____ Phone Number: _____
Fax Number: _____