

# Filing Instructions for Form 8843

**Mail the form on or before April 14<sup>th</sup> 2015**

This is a required for all F-1 and J-1 students and their F-2 and J-2 dependents who are non-resident aliens for tax purposes – even if you had NO income.

Complete one form per F-1 or J-1 (or F-2 or J-2)

Please print the form at <http://www.irs.gov/pub/irs-pdf/f8843.pdf>

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## Top Form

Name and Taxpayer ID Number: Write these at the top of Form 8843 in the space provided. Your name should be written as it appears in your passport. Your Taxpayer ID number is your social security number or ITIN number. If you do not have a social security number or ITIN please leave blank.

Address: Write your home country address (country of residence). Even if you do not have family members living in the house or country that you are residence of that is still your country and include your address in the U.S.

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## Part 1: General Information

- Fill in these lines as indicated.
    - Your visa number is the red number that appears on the U.S. visa stamp in your passport, Canadian omit visa number since they do not have entry visas to the U.S.
    - Count the number of days you were in the U.S. in 2014, 2013 and 2012 as accurately as you can.
      - Hint: Using the U.S. entry stamp in your passport may help you to count the total for each year in Line 4a. For example, if you were in the U.S. the entire 2014 year but you went home for the duration of your summer months from May 15<sup>th</sup> to August 15<sup>th</sup>, then the total number of days are 365- 90= 275
    - Line 4B: Enter the number of days that you were present in the United States in 2014 in F-1 or J-1 (or F-2 or J-2) status. In most cases, this will be the same as the total number of days you were in the U.S. in 2014.
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## Part II: Leave this part Blank

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### Part III

**Line 9:** Minnesota State University Moorhead, International Student Services  
Moorhead MN 56563  
218-477-2956

**Line 10:**  
Janet Hohenstein  
Minnesota State University Moorhead  
International Student Services (ISS)  
Moorhead MN 56563  
218-477-2956

**Line 11:** Write the visa type(s) that you used in the U.S. for fall 2008-2013. (i.e. what was your immigration status while you were here during each of those years). If you were NOT in the U.S. under a F,M,J,Q visa during this time, leave this blank.

**Line 12:** If you can answer YES to this question, you are usually considered a resident for federal income tax purposes. If you would like to be considered a non-resident alien for U.S. income tax purposes, please visit a tax specialist.

Students who are in the U.S. more than five years are almost always considered resident taxpayers. Students who are resident taxpayers usually pay less income tax but are subject to Social Security and Medicare taxes on most earned income.

**Line 13-14:** Answer NO, unless you or someone on your behalf files a labor certification application, a petition for permanent residence, an immigrant visa application or an application for adjustment of status during 2014. (If you entered the green card (DC) lottery but did not win, you should also answer NO).

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**Part IV and V: Leave these parts Blank**

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**Bottom of Form (page 2)**

**Sign and date the form where indicated.**

Photocopy your completed form 8843, save the copy at least 7 years for your tax records. (IRS may return your form 8843 to you by mail with an IRS stamp on the form, if so save this stamped original for at least 7 years for your tax records)

**Mailing instructions:**

- If you are ALSO required to complete a 1040NR EZ (because you made an income U.S income over \$3900 in 2014. Box #1 in your W-2) mail your forms together to the address provided for your 1040NR EZ. You would only be required to file these if you had an income from U.S. courses for 2014.
- If you are NOT required to complete a 1040NR-EZ mail your 8834 to:  
Department of the Treasury  
IRS Service Center  
Austin TX 73301-0215