

**Purpose of this Form:** To request access to the Foreign National Information System (FNIS) to complete the required treaty and immigration information online.

**Foreign National Information**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

Is your employer owned or controlled by an entity of a foreign government? \_\_\_\_\_

If Yes, provide a detailed explanation:

Are you or any members of your family officials of a foreign government? \_\_\_\_\_

If Yes, provide a detailed explanation:

Have you (the requestor) reviewed the university's [FCPA Guidance](#)? \_\_\_\_\_

Do you have a Taxpayer Identification Number (TIN), such as a SSN or ITIN? \_\_\_\_\_

An email notification will be sent to you from [taxdept@andrew.cmu.edu](mailto:taxdept@andrew.cmu.edu) with instructions to access the FNIS system. Upon notification, please complete the online Foreign National Information Form. Please provide your TIN on this form, if applicable, as it is required to be furnished under authority of law. Any tax treaty benefits will depend on the information you complete online. Incomplete information will be rejected back to you. You will be notified via email from [taxdept@andrew.cmu.edu](mailto:taxdept@andrew.cmu.edu) when your information is approved, if additional information is necessary or if additional forms need to be prepared or signed.

\_\_\_\_\_  
**Preparer**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Foreign National:** Provide completed form to the CMU department issuing your payment.

**CMU Payment - Issuing Department:** Submit completed form with the Payment Request form to Taxation at [taxdept@andrew.cmu.edu](mailto:taxdept@andrew.cmu.edu).

**Updated by Taxation: 01.11.2024**