Foreign National Information System (FNIS)

Within 30 days of completing the Form I-9, you will receive an email (to your Andrew email account) prompting you to complete your FNIS information. FNIS is an online application that allows foreign nationals to enter and submit their immigration information electronically. Without this information, the university cannot provide you with applicable tax exemptions. View FNIS FAQs at www.cmu.edu/hr/service-center/help/frequently-asked-questions/payroll/fnis.html.

Completing a Tax Treaty at CMU

Once you complete your FNIS information, your status is processed. You will be contacted via email to visit the HR Service Center if your signature is required for FNIS. Immigration documentation, such as a copy of your visa, Form I-94, Form 1-20 and/or Form DS-2019, may be required to process your tax exemption. If you do not receive the email, please contact us at hr-help@andrew.cmu.edu and we can re-send any notices.

United States Income Tax Treaties Information

The United States has tax treaties with a number of foreign countries. Under these treaties, residents (not necessarily citizens) of foreign countries are taxed at a reduced rate or are exempt from U.S. taxes on certain items of income they receive from sources within the United States. These reduced rates and exemptions vary among countries and specific items of income.

Applying for a Social Security Number (SSN)

You need to apply for an SSN as soon as possible. It is required for payroll and taxation purposes, Find SSN application instructions at www.cmu.edu/oie/docs/ssn-instructions.pdf. **If your Form I-9 is complete but you have not provided your SSN to the HR Service Center, we are unable to process your tax elections and eligible tax exemptions.**

Quick Guide to Updating Tax Elections for Nonresident Aliens

Note: You must have a U.S. Social Security number (SSN) before you can complete this process.

1. Log in to Workday and click on the "Pay" icon.

2. Select "Manage my Tax Elections," then "Submit New Form."

3. Check that your address is correct.

    Note: This cannot be a CMU student mailbox or P.O. box.

4. Under "My Citizenship Status is:", select "Non-Resident Alien" (or "Resident Alien" if you specifically know it applies to you).

5. Under "Do you wish to claim a tax treaty withholding exemption?", click "No."

6. Review your answers, then click "Create" for your federal Form W-4.

7. Click "Submit to Employer" then "Ok."

8. Click "Create" for your state and local tax forms.

9. Fill in your contact information.

10. Select "Submit to Employer" then "Ok."