FOREIGN NATIONAL INFORMATION (FNIS) DATA ENTRY SESSION
Before You Start

YOU WILL NEED YOUR:

• Passport/VISA
• I-94 (for entry dates in U.S.) [https://i94.cbp.dhs.gov/i94/request.html](https://i94.cbp.dhs.gov/i94/request.html)
• I-20 Form (F1)
  OR
• DS-2019 (J1)
Log In Instructions

• To log into FNIS go to https://fnis.thomsonreuters.com/amherst/
• Enter the Username provided on the notification e-mail
• Cut and paste the assigned Password from the original e-mail
Change Password

• Enter your current password
• Enter your new password
• Enter your new password
• Click on “Change Password”

Account Configuration

Passwords may contain any printable characters, including letters, digits and punctuation, and must be at least 6 characters in length.

Current Password

New Password

Confirm New Password

Change Password
Welcome to the Foreign National Information System

Your password has been successfully changed.

Welcome to the Foreign National Information System (FNIS)! Using FNIS, you can enter data about yourself to send to your host institution, download and print tax forms, and more.

- **Data Entry**
  Send information about yourself to your host institution.

- **IRS Form**
  - **View and Print**
    View and print tax forms for submission to the IRS.

  - **Consent**
    Consent to view and print tax forms.

  The IRS ruling **IRS Reg. 31.6051** now requires that you, as the recipient, give consent to receiving the form(s) electronically before they are uploaded.

- **Account Configuration**
  Configure your account and change your FNIS password.
Consent To Send Electronic Forms and Reports

- Read the consent form description
- IRS Form 1042S – select the I have read the above and hereby agree......
Consent To Send Electronic Forms and Reports

• All other IRS Forms and Reports
• Click on the “I have read the above and hereby agree.....

![Image of consent form]

• Click **Submit**
STEP 1: Basic Information

Make sure your name is correct

Enter “yes” if you are applying for a S.S.N.

If you have a S.S.N. enter it here

This is the number found on your Amherst College ID. Type the number into the fields that are circled – omitting the leading zeros.
STEP 1: Basic Information

• Click on the down arrow to select: Undergraduate
• Trainee type should be blank

• Click
STEP 2: Individual Information

• Check to make sure that your Date of Birth is correct
• Select “Single” for Marital Status if applicable
STEP 2: Individual Information

• Check your email address
• Date First Ever Entered USA
• Claiming Personal Exemption – YES
• Do not enter your phone number when requested

• Click
STEP 3: Address Information

• If you are currently enrolled at the College only address line 1 “AC Box #____” and the State “Massachusetts” should be used. If you are a graduate and still in the U.S. complete all lines.
STEP 3: Address Information

- Enter your foreign residence address

![Form for entering foreign residence address]

- Click

![Save & Continue button]
STEP 4: Additional Information

• Enter the country that issued your passport
• Enter your passport number
• Enter your passport expiration date
• Are you also a U.S. citizen – select NO
Country of Tax Residence

- Should be the same as your country of citizenship.
- If you were living in another country prior to coming to Amherst College, please leave this box blank.
STEP 4: Additional Information

• Selected answers in this example should be correct for the majority of students
• Skip “Self Employment” Section

![Other Information]

• Click
STEP 5: Visa/Immigration Status History

• Click on Add New Record
Create a New VISA Immigration Record

This is a typical entry for a first time F1 Student

- Click

**Immigration Status**
- F-1 Student

**J Subcategory**
- Not Applicable

**Primary Purpose of Visit**
- Studying in Degree Program

**Tax residence country before entering US**
- IRELAND

**Treaty Benefit Taken as**
- Unknown

**Visa Number**
- 58978956

**First Day in U.S. in this Status**
- 30-Aug-2011

**Last Day in U.S. in this Status**
- 23-May-2015

**SEVIS ID**
- 4578965

- Could be studying in a non-degree course
- See previous screen for location of Visa Number. Canadian citizens should leave this box blank
- I-94 Date
- Graduation date on “Line 5” on your I-20 form

Found on top right hand corner of the I-20
Create a New VISA Immigration Record

This is a typical entry for a first time J1 Student

- J-1 Exchange Visitor
  - Student
  - Studying in Non-Degree Program
  - IRELAND
  - Unknown

- Visa Number: 58978956
- First Day in U.S. in this Status: 26-Aug-2012
- Last Day in U.S. in this Status: 31-May-2013
- SEVIS ID: N0009857531

- Click [Save & Continue >]

See previous screen for location of Visa Number

- Found on line 3 “From” date on DS-2019
- Found on line 3 “To” date on DS-2019
- Found on DS-2019, Top right hand corner above J-1 bar
Create a New VISA Immigration Record

The screen will refresh and you will notice that there is now an F-1 or J-1 Status

• Click
STEP 6: Confirmation

ALMOST DONE!!!!!!

• Click on View Data to review your entry
• Use the printer icon on the browser

• Print 2 copies of your information
  o 1 copy for you
  o 1 copy that you will sign and return to Nancy Robinson in the Office of Financial Aid, B-5 Converse Hall
Return to the confirmation page by:
  o Right clicking your mouse and selecting “BACK”
  or
  o Using the, click here, at the end of the 2nd paragraph
STEP 6: Confirmation

• Read the statement under
• Click the box to confirm your acceptance
• Click Finish
The screen will refresh and you will receive the following message. Be sure to send e-mail notification using the “Please click here” area.

Your information has been received and you will be contacted by your school administrator within a few business days.

Please click here to create an email notifying your administrator at Amherst College that you have just submitted your Foreign National Information Form. Sending this email will ensure that your information is seen and checked for completeness by your administrator.
You are done!!!!!!

If Amherst College is required to issue you a Form 1042S for the I.R.S. 2014 tax year you will be receive an electronic notification prior to March 15, 2015.