

Windstar Technologies
Foreign National Immigration System
Submit Information for Residency Status and Treaty Eligibility

Attention all international students and scholars (J, F, H-1B, TN, O-1) on a non-immigrant visa who will be receiving any type of payment for services on campus, other than travel reimbursements.

The necessary information to complete Form 8233 (for treaty benefits) and determine residency status for tax purposes must be submitted online using the following procedures:

1. Contact Mary Chenault mchenau@emory.edu in the Controller's Office to obtain a userID and password.
2. Logon to the website <https://fnis.windstar.cc/emory> with your userID and password.
3. Complete pages 1-6 of the questionnaire as indicated.
4. Click the ? button by a line item for additional information regarding that line. You can also email the system administrator at mchenau@emory.edu with any additional questions.
5. Click "Save and Continue" to advance to the next page.
6. Page 1 - The Institution ID is your employee ID. If you do not have, leave blank. The Foreign Taxpayer number can be left blank as well.
7. Page 2 - Please be sure to include your email address, if available.
8. Page 5 - Please list ALL F, J, M or Q visa immigration activity since 01/01/85 and ALL immigration activity in the last 3 calendar years including B1/B2 and WB/WT. If not included, the form will be REJECTED.
9. After Page 6 has been completed, click the "View Data" button to print out a summary copy of the information (Immigration Status Data) supplied on the questionnaire. Please review this summary, then sign it.
10. Click the "Finish" button on Page 6 to submit your data to the system administrator who will review the data and respond back to you, if additional information is needed. Please allow 3 business days for the system administrator to respond.
11. Your forms will be ready for signature within 3 business days unless notified otherwise. In order to receive nonresident alien benefits:
 1. You must bring the signed Immigration Status Data form (#8 above) to the Controller's Office along with the required immigration documentation (DS-2019, I-20, I-94 card, passport, and/or H-1B or TN hire letter)
 2. You will be given the Form 8233, statement, and Form G-4 OR Form W-4 and Form G-4 to sign at your appointment with Mary Andrews Chenault.
 3. This process **MUST** be done 15 days prior to your pay date in order to receive benefits for that payment.

Federal and State withholding will not be refunded if the forms are not completed in a timely manner. The treaty benefits will be activated on the next payment. Must have a social security number before treaty benefits can be activated.

Form 8233 is valid only for the calendar year in which it is filed and must be refiled each year you are entitled to an exemption.