For International Students Beginning Work before August 20

1. Report to OISS, 421 Temple Street, to complete Immigration and Orientation. You will receive two letters concerning your eligibility to work (one from OISS, one from the School of Drama), a travel wallet of information, and the application for a social security number.

2. Report to School of Drama Business Office, 149 York Street, 2nd floor to complete the required I-9 Employment Eligibility Verification Form. Make sure you have with you:
   - Your passport for identification
   - Your I-94 (can be brought electronically on your phone)
   - Your immigration document

ALL INTERNATIONAL STUDENTS

1. **AUGUST 20: OISS Immigration and Orientation Session**
   - Time: 11:00 a.m. – 12:30 p.m. at OISS, 421 Temple Street
   - Complete your immigration check-in and orientation session
   - You will receive two letters concerning your eligibility to work (one from OISS, one from the School of Drama), a travel wallet of information, and the application for a social security number.

2. **AUGUST 24: I9 Employment Eligibility Verification Form completion at Yale School of Drama**
   - Time: 8:00 a.m. – 9:00 am at the Iseman Theater, 1156 Chapel Street
   - Make sure you have with you:
     - Your passport for identification
     - Your I-94 (can be brought electronically on your phone)
     - Your immigration document
   - Complete the I-9 Employment Eligibility Verification Form with a Business Office Specialist
   - Receive a School of Drama eligibility to work letter

3. **Yale University Tax Office**
   You will receive an email from Daysi Cardona asking you to complete the FNIS application. Completion of all the steps in the email means that you have registered with Yale tax and have received the necessary information for completing your Federal W4 and CT State W4 in WORKDAY.

   The email looks like this:

   Dear,

   In order to properly withhold and report tax from your payments, the University Tax Department needs to determine your U.S. tax status. If you already completed the FNIS application, contact the Tax Department, you should not complete it again. Note: If you are a U.S. Citizen or U.S. Permanent Resident you’re not required to complete the FNIS application, instead please provide a copy of your U.S. passport or Permanent Residency card to the Tax Department.
The Internal Revenue Service (IRS) requires Yale University to apply specific federal tax withholding and reporting rules consistent with your U.S. tax status, i.e., resident alien or nonresident alien. Resident aliens are taxed same as U.S. citizens, while nonresident aliens are taxed under different withholding and reporting rules. Therefore, it is important to complete the Foreign National Information System (FNIS) as soon as possible.

You are required to complete the FNIS application prior to scheduling an appointment with the Tax Department; however, an appointment with the Tax Department may not be necessary.

Please follow the steps below in order to assist us with your tax status analysis:

1) Enter the Foreign National Information System (FNIS) site. Your assigned username, password and FNIS link are provided below. Once you login, you will be asked to change your password. Important: In the Login screen click the "Consent" link. By selecting the appropriate checkboxes, you will be able to receive the required tax forms electronically.

2) Complete all applicable questions under the "Data Entry" section, don't be concerned with some of the ID numbers requested on the application, if you don't know a particular ID number, it is okay to leave it blank.

Do not change/update the Organization ID number provided on the application, this is your UPI.
In the Payroll System ID number enter your Employee Number (if known).
Make sure you enter your Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN), if available. Complete the form even if you don't have an ITIN/SSN.
You can "save with errors" if you have answered in as much detail as possible. Use the Help buttons if you need assistance as you move through the site.

3) In Step 5, Enter your CURRENT and any PRIOR visa statuses (F, J, H, etc.) by clicking the "Add New Record". You may enter approximate dates if you don't remember actual dates.

4) In Step 6 Confirmation page, make sure you "View Data" and PRINT the Immigration Status Data page. Sign the IMMIGRATION STATUS DATA page and email it to: internationaltax@yale.edu or drop it off in the Tax Department "Mail Box" located at 25 Science Park, 150 Munson St. 6th floor.

5) You will receive an email confirmation from the Tax Department once your FNIS application has been reviewed and if there are any additional tax forms to complete.

6) If you have forgotten your password, please send an email to: internationaltax@yale.edu.

To log into FNIS, go to https://fnis.thomsonreuters.com/YALE

Your FNIS username is:

Your FNIS password is:
4. **Apply for a U.S. Social Security Number (SSN)**

You are required to complete required Work Study Assignments as part of your education.

- You will receive instructions and an application to apply for an SSN from OISS.
- The Social Security Administration will schedule two days and times (to be announced later) at OISS to process SSNs for new students.
- **NOTE:** You can apply for an SSN 10 to 15 days after SEVIS sets your record to active.
- **REQUIRED DOCUMENTS:** Passport, OISS and School of Drama letters of eligibility to work
- You may visit the Social Security Administration Office in the Giamo Federal Building, 150 Court Street, 4th floor, Suite 415

Days/Hours:  M, Tues, Thurs, Fri: 9:00 a.m. – 3:00 p.m.
Wed: 9:00 a.m. – 12:00 p.m. (except public holidays)

- When you have received your SSN, please notify the Registrar to update your student record.