



## Form 8843 instructions

Form 8843 must be filled out by F and J visa holders, to show the U.S. government that you are eligible for nonresident alien status for tax purposes, and therefore exempt from taxation on income you may have from outside of the U.S. **Everyone in the U.S. on an F-1/2 or J-1/2 status is expected to complete this form for each year you are present in the U.S.**

If you have dependent family members on F-2 or J-2 visas, a Form 8843 must be completed for each one, even children.

*You do not need a Social Security number or taxpayer ID number (ITIN) to fill out this form.*

\*\*\*Fill out the top part\*\*\*

### Part I:

- 1b. Write the **visa type** (F-1, J-1, etc.), and **date of issue** of the visa stamp in your passport. **Note:** *This visa may be expired, or your current immigration status may be different now.*
- 1b. If your visa status changed in 2019, enter your **new visa status** and the **date received**; otherwise, write **N/A**.
- 4a. Fill in the **number of days** you were present in the U.S. during 2019, 2018, and 2017. You can estimate these amounts: for example, if you were here from August 1 through December 31, you can estimate that you were here for 150 days (5 months X 30 days/month).
- 4b. Combine the numbers from 4a and write the total on 4b.

\*\*\* **Ignore Part II** \*\*\* Leave this section blank.

### Part III:

9. Write Shenandoah University, with the address of your campus:

**Main campus:** 1460 University Dr. Winchester, VA 22601 (P): 540-665-4500

**Scholar Plaza:** 44160 Scholar Plaza Suite 100, Leesburg, VA 20176 (P): 540-545-7356

**Health Professions Building:** 1775 N Sector Ct., Winchester, VA 22601 (P): 540-678-4312

**ICPH:** 8095 Innovation Park Drive, Suite 301 Fairfax, VA 22031 (P): 540-542-6281



10: Write the name of the dean of your school.

Arts & Sciences: Jeffrey Coker

Business: Astrid Sheil

Conservatory: Michael Stepniak

Health Professions: Karen Abraham-Justice

Nursing: Kathleen LaSala

Pharmacy: Robert DiCenzo

11. Enter the **type of visa** you held for each year that you were in the U.S. from 2014 to 2019. If your visa status changed during any of these years, **attach a statement** showing the new visa type and the date received.

12. If you have been in the U.S. as a student for more than five years, mark "Yes"; otherwise, mark "No." If you mark "Yes," you must **attach a statement** to establish that you do not intend to reside permanently in the U.S. (give intended date of departure and description of future plans).

13. If you have not taken any steps to adjust your current nonimmigrant status to that of permanent resident, mark "No"; if you have, mark "Yes" and explain on the lines provided. **Important:** If you mark "Yes" for both Lines 12 and 13, you should consult a tax expert, as you may be considered a U.S. resident for tax purposes.

**\*\*\*Ignore Parts IV and V.** Leave blank.

**Sign** your name and **date** the form.

**Important: Make a photocopy of Form 8843 for your permanent records**

If you do **not** have to file a 2019 tax return, mail Form 8843 to the Department of the Treasury Internal Revenue Service Center, Austin, TX 73301-0215