

Form 8843 – Instructions

Every visitor to the US who comes on an F, J, M or Q visa is classified as a nonresident of the US for tax purposes and is required to file an income tax return every year if that individual has income subject to US income tax. Every individual who did not earn any income in the US must file Form 8843. Form 8843 must also be filed for every family member who is in the US on an F-2 or J-2 visa.

Please fill out the form (available at <http://www.irs.gov/pub/irs-pdf/f8843.pdf>) following the instructions below. Make a copy for your records and mail the original to the IRS by June 15 at the following address: IRS Center, Austin, TX 73301-0215.

Please note: if you are filing an income tax return (Form 1040NR), you need to attach Form 8843 to Form 1040NR and mail to the address shown in your tax return instructions.

To Complete the Form:

In the top box:

Print your name; enter your SSN (if you have one; if you do not have an SSN, leave this section blank). Enter your address in your home country and your US address.

Part I, General Information -fill out the entire section, 1 through 4b – you should be able to find this information in your passport:

1a: as shown on your visa in your passport under “Type/Class,” i.e. F-1, J-1, J-2, etc.

1b: “Student” (or “Research Scholar” or “Visiting Professor”). If you entered the US in a different kind of status from what you wrote in section 1a, enter the date when your change of status was approved.

4a: You should count the number of days spent in the US during the last three years. In order to do this, use the dates in the entry/exit stamps in your passport, including the days when you entered and departed the US.

4b: Write the same number of days you wrote in 4a

Part II: Teachers and Trainees - leave this section blank

Part III: Students -- fill out the entire section, sections 9 through 14:

9: Ithaca College, 953 Danby Road, Ithaca, NY 14850

10: Diana Dimitrova, Office of International Programs, Ithaca College, Ithaca, NY 14850; tel. 607-274-3306

Answer questions 11-14 depending on your individual situation

Part IV and Part V – leave blank

Remember you must **sign** and **date** the form before you mail it to the IRS by June 15 at the following address: IRS Center, Austin, TX 73301-0215.