Instructions for Form 8843

All students and scholars in F-1/J-1 nonimmigrant status and their F-2/J-2 dependents who are nonresidents for tax purposes – whether they worked and earned money in the U.S. or not – MUST file the IRS Form 8843. F-2/J-2 dependents who were physically present in the U.S. during 2014 (including children, regardless of age) should complete a separate Form 8843 independent of the F-1/J-1.

If you earned taxable income, we encourage you to use the GLACIER software (provided by the University of Wisconsin-Platteville) to prepare your federal tax return. The software will prepare the IRS Form 8843 for you (and your dependents), along with the other appropriate tax forms. If you use GLACIER to prepare your federal income tax return forms, you do not need to follow the instruction below. You will be instructed to submit this form with your federal tax return and should do so no later than April 15, 2015.

If you received NO taxable income during the tax year, the filing deadline to submit Form 8843 is June 15, 2015. Please carefully read and follow the directions on IRS Form 8843, and also note the instructions below.

How to Fill Out Form 8843

Top of form:
- Write your FIRST (Given) NAME.
- Write your LAST (Family) NAME.
- Write your Social Security Number or ITIN for your U.S. taxpayer identification number (not Student ID), if you have one. If you do not have a social security number or ITIN, leave this field blank.
- Write your address in your home country.
- Write your address in the U.S.

Part I
1a. Write the visa type (F-1 or J-1) you used to enter the U.S. and the date you first entered the U.S. on that visa (see I-94 record).
1b. If you did not change your visa status (for example, from F-1 to J-1 status) since you last entered the U.S., write your visa status again and then “No Change.” If your visa status changed in 2014, enter your new visa status and the date that the change of status became effective.
2. Enter your country of citizenship.
3a. Enter the country that issued your passport.
3b. Enter your passport number.
4a. Fill in the number of days you were present in the U.S. during each year given. 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. This should be the same number that you entered in the first blank on #4a.

Part II

Complete Part II only if you are a J-1 Professor or Researcher; then sign the form on the reverse (if you are not filing Form 8843 with your tax return).
5. Write: University of Wisconsin-Platteville, 1 University Plaza, Platteville, WI 53818.
6. Write the name, address, and telephone number of your main contact in your host department at UW-Platteville.
7. Enter the type of visa you held for each year listed that you were in the U.S. If your visa status changed during any of these years, attach a statement showing the new visa type and the date received. If you were not present in the U.S. for some of the years listed, write "n/a" next to any year that you were not present in the U.S.
8. If you were a researcher, professor, teacher, trainee, or student in the U.S. for any part of 2 of the 6 prior calendar years, mark "Yes"; otherwise, mark "No." Important: If you mark "Yes," make sure that all four parts of the exception discussed on p. 3 of Form 8843 (bottom of second column) apply to you. If you do not meet all four conditions listed, you should consult a tax expert, as you may be considered a U.S. resident for tax purposes.

Part III
Complete Part III only if you are a student; then sign the form on the reverse (if you are not filing Form 8843 with your tax return).

9. Write: University of Wisconsin-Platteville, 1 University Plaza, Platteville, WI 53818. F-2/J-2 Dependents should write: Spouse/dependent of student attending University of Wisconsin-Platteville, 1 University Plaza, Platteville, WI 53818.
10. Write the name, address, and telephone number of your academic advisor. F-2/J-2 Dependents should write: Spouse/dependent of student whose academic advisor is ____________ at University of Wisconsin-Platteville, 1 University Plaza, Platteville, WI 53818.
11. Enter the type of visa you held for each year listed that you were in the U.S. If your visa status changed during any of these years, attach a statement showing the new visa type and the date received. If you were not present in the U.S. for some of the years listed, write "n/a" next to any year that you were not present in the U.S.
12. If you have been in the U.S. as a student, researcher, teacher, professor, and/or trainee 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.

Parts IV and V
Do not complete Parts IV and V.

Bottom of Form
If you have not worked in the U.S. during the tax year and will only be submitting this form by itself (not with an NR1040 or NR-1040EZ tax form), please sign and date the bottom of this form.

If you will be filing a tax return (for example, submitting Form 8843 with Form NR1040 or Form 1040EZ), DO NOT SIGN THE BOTTOM OF THIS FORM.

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

Mailing Form 8843
If you did not work in the U.S. during the 2014 tax year, send the completed 8843 form by June 15 to:

Department of the Treasury
Internal Revenue Service Center
Austin, TX 73301-0215

If you did work in the U.S. during the 2014 tax year, send the completed 8843 form along with Form 1040NR or 1040NR-EZ to the address listed above by no later than April 15.