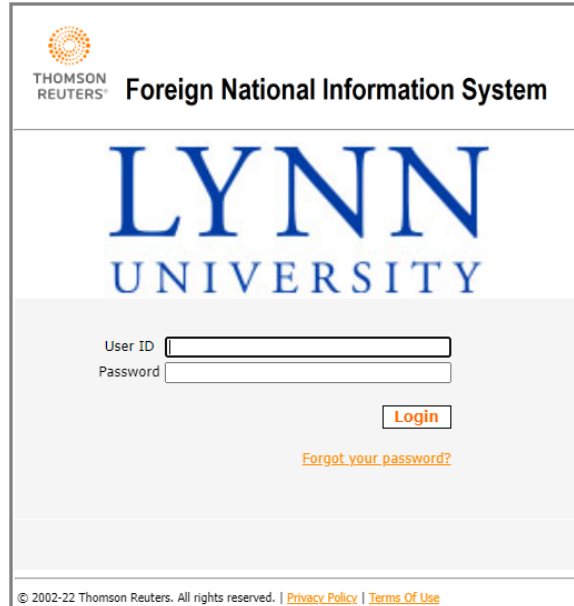# How to Complete your FNIS Profile
A Step by Step Student Guide

All international students are asked to register and update their information with the FNIS system. Every international student will have an FNIS hyperlink sent to their Lynn University email address. Students will also have their initial User ID and Password emailed to them. The home page is shown below https://fnis.thomsonreuters.com/lynn/

1. Once a student has logged in the screen below will appear. Data entry should then be selected.
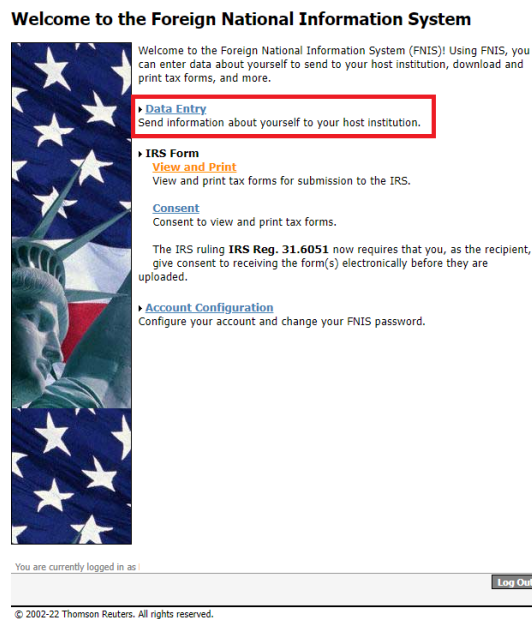
2. A student will then be asked to input their basic personal information. All fields that are in BOLD must be completed. If you are unsure as to what a questions means, select the icon that is next to the relevant question. It is important to enter your name exactly as it is in your passport.
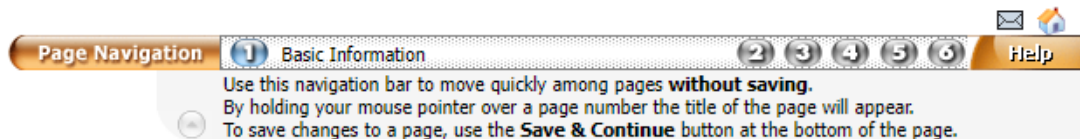
3. Please enter your name as it appears on your passport on the screen below. It is important to note that if you do not have a Social Security Number (SSN) or an Individual Taxpayer Identification Number (ITIN), these fields must be left blank. The questions pertaining to Financial / Accounts, Visa / Immigration, Payroll and Student Systems can all be left blank.

- If you do not have a Social Security or ITIN number, you can save with errors and move to the next page.

Full Name

Title	**First**	Middle	**Last**	Post Title

Maiden Name

Identification

Social Security Number

Individual Taxpayer Identification Number

Institution-Assigned ID Number

If you do not have a U.S. SSN or ITIN, have you applied for one?
○ Yes ○ No ● I have SSN or ITIN

Payroll system

Financial/Accounts payable system

Student system

Visa/Immigration status system

- The fields below can be left blank.

Foreign Taxpayer ID

Student type

Trainee type

Institution Information

Department at Institution

Occupation at Institution

Occupation 2 at Institution

You are currently logged in as **MOSULLIVAN.**

Save & Continue > **Log Out**

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4. Please read all of the questions carefully. For the date of birth question below, the day is entered before the month.

Step 2: Individual Information

Date of Birth	[____] DD-Mon-YYYY
Marital Status	○ Married ⦿ Single ○ Unknown

Skip this section if you answered "Single" to the previous question.

Is your spouse in the United States?
- ○ Yes
- ○ No
- ⦿ Unknown

Does your spouse have any gross income from the United States?
- ○ Yes
- ○ No
- ⦿ Unknown

Is your spouse claimed as dependent by another taxpayer for United States tax purpose?
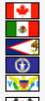- ○ Yes
- ○ No
- ⦿ Unknown

5. If answering the question pertaining to Dependents (Children) below, you are not to include a husband or wife.

Dependents (not including spouse)

Complete the dependents section only if any of the following conditions apply to you:

If you are a national of American Samoa, the Northern Mariana Islands, or the US Virgin Islands, or are a tax resident of Canada or Mexico, enter your total number of dependents. [0]

If you are a tax resident of the Republic of Korea (South), enter your total number of dependents who were with you in the USA at some time in the calendar year. [0]

If you are a resident of India who entered the USA for the primary purpose of studying/acquiring training, enter your number of dependents who are US citizens or residents. [0]

Telephone	[____] Home Telephone in USA	[____] Extension
	[____] Daytime Telephone in USA	[____] Extension
Fax Number	[____]
Email Address	[____]
Date First Ever Entered USA	[____] DD-Mon-YYYY
Claiming Personal Exemption	⦿ Yes ○ No ○ Unknown

You are currently logged in as **MOSULLIVAN.**

[Save & Continue >] [Log Out]

6. It is important to enter the correct local address under USA Local address.

If you are living off campus, or move off campus, it is important to notify the Office of the Registrar of your correct address. If you change address, you must also update the Office of the Registrar.

It is important to enter your home address under the Foreign Residence Address request

Step 3: Address Information

USA Local Address

Address Line 1	
Address Line 2	
Address Line 3	
City	
State	Zip

Foreign Residence Address

Address Line 1	
Address Line 2	
Address Line 3	
City	
Province/Region	
Regional Postal Code	
Country	

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Save & Continue >   Log Out

7. It is important to use your passport to complete the information in Step 4.

Step 4: Additional Information

Country of Passport/Citizenship	[dropdown]
Passport Number	[ ]
Passport Expiration Date	[ ] DD-Mon-YYYY
Are you also a U.S. citizen?	○ Yes ○ No ● Unknown
Country of Tax Residence	[dropdown]
Self-Employment	**Fill out this section only if you are self-employed.**
	Do you have an office regularly available to you in the USA? ○ Yes ○ No ● Unknown
Other Information	Are you the recipient of a foreign grant? (i.e. a non-service scholarship or fellowship) ○ Yes ○ No ● Unknown
	Have you proven to the IRS that you have a closer connection to a foreign country than to the USA? ○ Yes ○ No ● Unknown
	Have you submitted an application to become a US lawful permanent resident? ○ Yes ○ No ● Unknown
	Are you engaged in a full-time program? ○ Yes ○ No ● Unknown
	Do you wish to claim treaty benefits if they are available? ○ Yes ○ No ● Unknown

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[Save & Continue >] [Log Out]

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LYNN UNIVERSITY

8. As an international student, you will be attending Lynn University on an F1 student visa. Please complete the required Visa / Immigration Status History on Step 5. Remember all of your F1 visa history must be reported at this stage. You do not need to report B2 visa information.

a) If you are a first time F-1 student please follow the instructions below. If you are a returning F-1 student or a transfer student please move to step b.

- To create an F1 student visa record, select the "Add New Record" button as shown below:

Please list all visa activity that satisfies any of the following criteria:

- Visa immigration activity within the past three calendar years.
- F, J, M or Q visa immigration activity since January 1, 1985.
- Visa immigration activity since January 1, 1985 for which you received treaty benefits.

When you are finished, click the **Continue** button at the bottom of the page.

You have not yet entered any visa information. Click the **Add New Record** button below to enter a record, or simply click the **Continue** button at the bottom of the page if you have no visa immigration history to enter. If you need assistance, contact your institution administrator.

Add New Record

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Log Out   Continue >

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- All questions in bold on the immigration record must be completed. You will need your passport and I-20 to complete this information.
  - o The Primary Purpose of your Visit is – Studying in a Degree Program.
  - o The First Day in U.S. in this Status is - The first day you entered the country as a F1 Student.
  - o The Last Day in US in this Status is – The program end date shown on your I-20

Create a New Visa Immigration Record

Visa information may not be saved unless the Immigration Status, J Subcategory, Primary Purpose of Visit, Tax residence country before entering US and Date Fields are completed. Please complete these fields and then click the Save & Continue button at the bottom of the page.

Immigration Status	▼ ❓
J Subcategory	Not Applicable ▼ ❓
Primary Purpose of Visit	▼ ❓
Tax residence country before entering US	▼ ❓
Treaty Benefit Taken as	Unknown ▼ ❓
Visa Number	❓
First Day in U.S. in this Status	DD-Mon-YYYY ❓
Last Day in U.S. in this Status	DD-Mon-YYYY ❓

You are currently logged in as **MOSULLIVAN.**

Discard Changes   Save & Continue >

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b) If you are a returning student or a transfer student please follow the instructions below:

- As a returning/transfer student you are required to enter all of your F-1 Visa information for the last 3 years. You must enter each time you have entered the country as an F-1 student. If you have travelled frequently, please go online and print out your I-94 travel history. The link is provided below.
  https://i94.cbp.dhs.gov/I94/#/home

- All questions in bold on the immigration record must be completed. You will need your passport and I-20 to complete this information.
    - The Primary Purpose of your Visit is – Studying in a Degree Program.
    - The First Day in U.S. in this Status is - The first day you entered the country as a F1 Student.
    - The Last Day in US in this Status is – The date you departed the US. For example, if you arrived in the USA on August 1st 2016 and departed the USA to go home for the Christmas Break on the 15th December 2016, you will enter 15/12/2016 as the last day in the U.S. You will then add a new immigration record and enter the date you arrived back to the U.S.

Create a New Visa Immigration Record

Visa information may not be saved unless the Immigration Status, J Subcategory, Primary Purpose of Visit, Tax residence country before entering US and Date Fields are completed. Please complete these fields and then click the Save & Continue button at the bottom of the page.

Immigration Status	[dropdown]	
J Subcategory	Not Applicable	
Primary Purpose of Visit	[dropdown]	
Tax residence country before entering US	[dropdown]	
Treaty Benefit Taken as	Unknown	
Visa Number	[text field]	
First Day in U.S. in this Status	[text field] DD-Mon-YYYY	
Last Day in U.S. in this Status	[text field] DD-Mon-YYYY	

You are currently logged in as **MOSULLIVAN.**

Discard Changes   Save & Continue >

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- Once you have entered all prior travel information you will enter the current travel information. The Last Day in US in this Status for your most recent trip is – The program end date shown on your I-20 (not the expiration date on your passport)
    - Your record will look like the example below.

Step 5: Visa/Immigration Status History

Please list all visa activity that satisfies any of the following criteria:

- Visa immigration activity within the past three calendar years.
- F, J, M or Q visa immigration activity since January 1, 1985.
- Visa immigration activity since January 1, 1985 for which you received treaty benefits.

When you are finished, click the **Continue** button at the bottom of the page.

Visa/ Immigration Activity		
Visa Type/Immigration Status	Start Date	End Date
F-1 Student	01-Aug-2016	15-Dec-2016
F-1 Student	07-Jan-2017	15-May-2017
F-1 Student	25-Aug-2017	15-May-2020

To edit or delete a record, click on the **Visa Type/Immigration Status** entry for that record.

Add New Record

You are currently logged in as the Administrator.

Log Out   Continue >

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9. Once you have completed the information Visa / Immigration Status History page, select the continue option to be brought to the final confirmation page. Once you have completed the process, it is necessary to print out your data, and bring it to Student Financial Services or you can scan it and submit it to sfsdocs@lynn.edu.

10. Select the View Data button to view the page that must be printed and brought to Student Administrative Services.

11. Once Step 11 is completed, review the information on the screen below before checking the confirmation box and selecting Finish.

Step 6: Confirmation

You have reached the final page. If you would like to exit this form to continue at another time your information will be saved. To view a summary of your entries click on the **View Data** button below. This may be printed out, signed and returned to your Administrator's office once you have received confirmation from the administrator that the data is complete.

	View Data

If you would like to submit this form please read the following statements:

I hereby authorize Lynn University to release this information to Thomson Reuters (Tax & Accounting) Inc., 2395 Midway Road, Carrollton, TX 75006 for the following purpose: technical software support for the International Tax Navigator system.

I hereby certify under penalty of perjury that all of the above information is true, complete and correct. I understand that if my status changes from that which I have indicated on this form I must submit a new form to the appropriate Department.

If you agree to these statements and would like to email this information to your institution, click the **Finish** button below. You will not be able to make any more changes without permission from the administrator at your institution.

Confirmation	
☐	The information I have entered is correct and I wish to submit it to my host site.
	Finish

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