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.

![Welcome to the Windstar Foreign National Information System](image1)

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.

![Step 1: Basic Information](image2)
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.

- The fields below can be left blank.
4. Please read all of the questions carefully. For the date of birth question below, the day is entered before the month.

5. If answering the question pertaining to Dependents (Children) below, you are not to include a husband or wife. The question pertaining to Date First Ever Entered USA relates to the first time you ever visited the USA.
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.
7. It is important to use your passport to complete the information in Step 4.
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:

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.

- 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 program end date shown on your I-20
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.

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<table>
<thead>
<tr>
<th>Immigration Status</th>
<th>F-1 Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>J Subcategory</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Primary Purpose of Visit</td>
<td>Studying in Degree Program</td>
</tr>
<tr>
<td>Tax residence country before entering US</td>
<td>UNITED KINGDOM</td>
</tr>
<tr>
<td>Treaty Benefit Taken as</td>
<td>Unknown</td>
</tr>
<tr>
<td>Visa Number</td>
<td></td>
</tr>
<tr>
<td>First Day in U.S. in this Status</td>
<td>DD-Mon-YYYY</td>
</tr>
<tr>
<td>Last Day in U.S. in this Status</td>
<td>DD-Mon-YYYY</td>
</tr>
<tr>
<td>SEVIS ID</td>
<td></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Visa Type/Immigration Status</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>F-1 Student</td>
<td>01-Aug-2016</td>
<td>15-Dec-2016</td>
</tr>
<tr>
<td>F-1 Student</td>
<td>07-Jan-2017</td>
<td>15-May-2017</td>
</tr>
<tr>
<td>F-1 Student</td>
<td>25-Aug-2017</td>
<td>15-May-2020</td>
</tr>
</tbody>
</table>

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

You are currently logged in as the Administrator.

[Log Out]  [Continue >]
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 Administrative Services.

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.