

Instructions for Towson University Students and Scholars completing IRS Form 8843

Who must file Form 8843?

Form 8843 is required for all F-1 and J-1 students and their F-2 and J-2 dependents who were in the U.S. in 2016 and are non-resident aliens for tax purposes - even if you had NO income.

Are there any exceptions?

If you have been in F1/F2 status for more than 5 consecutive years, in J1/J2 status for more than 2 consecutive years, or meet the IRS Substantial Presence Test, you are generally considered Resident for US Tax Purposes, and do not need to file form 8843. If you are unsure of your US Tax status, contact nrat@towson.edu.

How do I complete and mail Form 8843?

Follow these Step-by-step Instructions for TU Students and Scholars needing to complete and file IRS Form 8843

Top Portion of Form:

- Enter your First Name, Middle Initial and Last Name.
- Enter your US Social Security Number (SSN) or US Tax ID Number (ITIN). If you do not have a US SSN or US ITIN, leave this line blank.
- If you are filing Form 8843 by itself, enter your Address Abroad and your US Address.
- If you are filing Form 8843 with a Federal Tax Return (Form 1040NR-EZ/1040NR), leave address lines blank.

Part I: General Information

- 1 a.** Enter the visa status in which you last entered the US, and the date you first entered in that status.
- b.** If you have changed visa status while in the US, write your current visa status and date of change. If you have not changed visa status since entering the US, enter your visa status again, and "No Change".
- 2.** Enter your Country of Citizenship during the tax year.
- 3 a.** Enter the name of the Country who issued your passport.
 - b.** Enter your passport number.
- 4 a.** Enter the number of days you were present in the US during each tax year listed.
 - b.** Enter the number of days you were present in the US on your current visa status during the tax year. (For example: If you were in the US all year on F1, enter 365. If you came to the US on August 1, you would enter 152 days, for August 1 through Dec. 31. Using the stamps in your passport/visa may help you calculate the days you were present in the US).

Part II: Teachers and Trainees:

Do not complete Part II unless you are a J1 visitor teaching or doing research at Towson University. If you need to complete this section and need assistance, contact nrat@towson.edu.

Part III: Students

9. Enter Towson's Information: Towson University, 8000 York Road, Towson, MD 21252.
Phone: 410.704.2421
10. Enter ISSO's Information: Gail Gibbs, Director of the ISSO
Towson University, 8000 York Road, Towson MD 21252
Phone: 410.704.2421
11. Enter the type of visa you had in each year listed. If you were not present in the US in one of the years, enter "N/A" on that line.
- 12/13. Answer Yes or No. If you answer yes to either question, contact nrtax@towson.edu for further instructions.
14. If you answered "Yes" to question 13, enter information about your efforts to apply for Permanent residency. If you answered "No" to question 13, enter "N/A".

Part IV and V: Medical Conditions and Professional Athletes

Do not complete these sections.

Bottom Portion of Form:

If you are submitting Form 8843 by itself, sign and date the form, and mail it prior to June 1st to:

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

If you are submitting Form 8843 with a Federal Tax Return, you do not need to sign the form. Mail your completed 1040NR-EZ/1040NR and 8843 to the appropriate IRS Office by April 18th.

Please Note: If you are using Glacier Tax Prep™ to prepare a Nonresident Federal Tax Return, Form 8843 will automatically generate and print with your Federal tax return, along with an instruction page that will include the appropriate mailing information.

If you have any trouble completing Form 8843, please contact the Towson University Nonresident Alien Tax Office at nrtax@towson.edu for individual assistance.

Disclaimer-This information is provided as a general "help" document for students and scholars attending Towson University, and is not a complete source. For complete instructions and information regarding IRS Form 8843, please visit the [IRS.gov 8843 Instruction page](https://www.irs.gov/8843).