

NON-RESIDENT DOCUMENTS REQUIRED BY PAYROLL

To help ensure international students, faculty, and staff remain in compliance with Federal regulations, **any** international visitor employed by Virginia Tech is *required* to provide Payroll certain non-immigrant documentation depending on Visa type. Payroll uses the Foreign National Information System (FNIS) and the Foreign National Drop Box to securely collect this data. Payroll runs daily reports to identify employees with outstanding document needs and sends out initial emails via the FNIS system.

The link for the Drop Box will be emailed to each foreign national new hire and each employee should complete each step with as much detail as possible. The newest version of the Drop Box is separated by Visa classification. Each newly hired employee should complete this information within 5 business days of the work start date. This new version of the FNIS drop box is now available at

There is training documentation available on the controller's website under Payroll training opportunities.

Here are some helpful reminders for the FNIS System.


Foreign National Information System Steps and Reminders

1. Once the initial email has been received by the employee, they will login to the FNIS System <https://fnis.thomsonreuters.com/vt/>
2. Fill out the Data Entry Section. Employees should complete the required information to the best of their ability. If there are details that are left blank or are in question, the employee can "save with errors" and move on to the next step. Throughout the FNIS pages any fields noted in red are optional and not required. *Please be sure to enter all entries and exits in Step 5, even if it's the first time you have entered the United States.*
3. While on the Step 6 Confirmation page, Employees should complete the process by checking the box in the Confirmation section and then clicking on the send e-mail link. This will notify the FNIS that the entry has been completed.
4. The drop box link will be provided in the initial email from fnisadmin@vt.edu and a list of all the required documents will be provided on the FNIS drop box webpage. Please do not password protect uploaded documents. This is a secure drop box.
5. Once the information in FNIS is reviewed, tax forms will be issued which can be accessed using the FNIS website: <https://fnis.thomsonreuters.com/vt/> Employees will also be notified via email once the tax forms are available. All the required instructions will be included in the email with the forms.

Screen shots of the drop box are included below along with an example of the data required for an H1B Visa holder.

VT foreign national documentation request form

If you have any questions regarding these requirements, please contact Payroll by email at fnisadmin@vt.edu or by phone at (540)231-5201.
Please do not password protect the documents you upload. This is a secure drop box.

anniec@vt.edu [Switch account](#) 

The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

*** Required**

Last name *


Your answer _____

VT ID number *

Your answer _____

[Next](#) [Clear form](#)

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@vt.edu [Switch account](#) 

The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

Visa information

What is your Visa classifications

Choose 

[Back](#)

[Next](#)

[Clear form](#)

Choose from the following classifications: F1, J1, H1B, TN, H4, J2, E3, O1, OPT (Post-completion), CPT (Pre-completion), STEM OPT, Permanent Resident, Other (Refugee/Asylum)

Employees may also enter certain non-resident tax forms and W-9s on this site.

Each option will list the required documentation for that designation. Please instruct employees to attach *all* relevant information at the time of entry.

H1B example

VT foreign national documentation request form

anniec@vt.edu [Switch account](#)



The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

* Required

File upload - H1B

Please do not password protect the documents you upload. This is a secure drop box.

****.HEIC IS AN INVALID IMAGE FILE TYPE. YOU WILL BE ASKED TO SUBMIT FORM AGAIN!****

1. Passport information page *

Add file

2. Visa information page *

Add file

3. I-94 *

Add file

4. I-797 *

Add file

The employees should be aware that any change to a person's non-immigrant or immigrant status needs to be provided to Payroll so that the applicable records can be updated and the employment eligibility information can be re-verified.

If you have specific questions regarding these requirements, please contact payroll by email at finsadmin@vt.edu or by phone at (540)231-5201