

FNIS Instructions

If you are a nonimmigrant student or scholar who is employed at Brown and/or the recipient of a fellowship, scholarship or grant, you are required to enter specific data pertaining to your immigration and tax status into a computerized database called the Foreign National Information System (FNIS).

Please note: Unless you have entered and submitted this information in FNIS, the Controller's Office is not in a position to verify your tax status. This means that you will be classified as a resident for tax purposes (even if you are a nonresident) and applicable tax treaty benefits cannot not be assessed (even if you are eligible) until the correct information has been entered by you.

Steps to take:

Once you have set up your Brown e-mail account, you should send an e-mail to oisss@brown.edu. The e-mail should contain your full legal name, your Brown e-mail address and a request for a FNIS user name and password. Upon receipt of the e-mail, the Office of International Student & Scholar Services (OISSS) will reply by sending you a unique user name and password which allows you to enter FNIS. The user ID and password assigned will remain active throughout your entire stay at Brown. Once you receive your FNIS username and password you can access FNIS at this link.

<https://fnis.windstar.cc/brown/login.asp>

Upon entering FNIS, you must click the consent link and give your consent to having your tax forms be made accessible to you for download at a later time after the completion of your tax analysis. Following this step, you must click the data entry button and enter the requested information (step 1-6). The information asked relates to your current status and earlier visits to the United States (excluding brief visits as a tourist). Once the questionnaire has been completed, it is necessary that you confirm the accuracy of your entered data. This data will then be forwarded to and analyzed by a special tax computer program, Tax Navigator.

For individuals who have entered a Social Security Number into FNIS, upon completion of the analysis (please allow a minimum of five business days), you can access your FNIS user account to upload your forms. The available forms are W8BEN, 8233, W4, and W9. Not all individuals will receive the same or all of these forms. This is based upon residency and treaty benefit eligibility. After reentering your FNIS account, you will need to approve the upload. This will allow you to print and sign all necessary forms and return these forms to the Payroll Office (Box 1873) with a copy of your social security card attached. Deliver the forms in person to the Payroll Office, second floor, Brown Office Building (BOB).

If you receive your US Social Security Card/Number after you have entered your data into FNIS, then you must bring the card/number to the Payroll Office. At that time, your Social Security number will be entered into FNIS by the Payroll Office staff and the necessary forms will be printed immediately for your review and signature.

Important: If after using FNIS/Tax Navigator international students and scholars have additional questions about their tax status, they will need to consult with their own professional tax advisor. OISSS and the Controller's Office are not in a position to provide individualized tax advice.

For annual federal tax return filing, OISSS offers CINTAX, an online annual federal tax return filing program. The link is available on the OISSS website and can be accessed with your individual Brown ID.