Form 8843 – How to Complete

These instructions were last reviewed in 2022

Top of form:

- Write your FIRST (Given) NAME (if any).
- Write your LAST (Family) NAME.
- Write your Social Security Number or ITIN for your U.S. taxpayer identification number if you have one. If you do not have a social security number or ITIN, leave this field blank.

*Complete the address information below as indicated only if you are filing this form by itself and not with your tax return.

- Write your address in your home country.
- Write your address in the U.S.

Part I: General Information

1a. Write the visa type (F-1, F-2, J-1 or J-2) you used to enter the U.S. and the date you entered the U.S. on that visa (see I-94 record).

1b. If you did not change your visa status (for example, from F-1 to J-1 status) since you last entered the U.S., write your visa status again and then “No Change.”

Or

If your visa status changed in 2023, enter your new visa status and the date that the change of status became effective.

2. Enter your country or countries of citizenship during 2023.

3a. Enter the country or countries that issued you a passport.

3b. Enter your passport number(s).

4a. Fill in the number of days you were present in the U.S. for each year on the form.

4b. 4a for year 2023 – number of days on substantial presence test = 4b. If you have been in the U.S. for less than 5 years, your answer to 4b will be the same as 4a.

Part II: Teachers and Trainees
Complete Part II only if you are a J-1 Professor or Researcher; then sign the form on the reverse (if you are not filing Form 8843 with your tax return).

5. Write: University of Wisconsin-Madison, 500 Lincoln Drive, Madison, Wisconsin, 53706; Tel: 608-262-1234.

6. Write the name, address, and telephone number of your main contact in your host department at UW-Madison.

7. Enter the type of visa you held for each year listed that you were in the U.S. If your visa status changed during any of these years, attach a statement showing the new visa type and the date received. If you were not present in the U.S. for some of the years listed, write “n/a” next to any year that you were not present in the U.S.

8. If you were a researcher, professor, teacher, trainee, or student in the U.S. for any part of 2 of the 6 prior calendar years, mark “Yes”; otherwise, mark “No.” Important: If you mark “Yes,” make sure that all four parts of the exception discussed on p. 3 of Form 8843 (bottom of second column) apply to you. If you do not meet all four conditions listed, you should consult a tax expert, as you may be considered a U.S. resident for tax purposes.

Part III: Student

Complete Part III only if you are a student; then sign the form on the reverse (if you are not filing Form 8843 with your tax return).

9. F-1/J-1 Students should write: University of Wisconsin-Madison, 500 Lincoln Drive, Madison, Wisconsin, 53706; Tel: 608-262-1234.

F-2/J-2 Dependents should write: Spouse/dependent of student attending University of Wisconsin-Madison, 500 Lincoln Drive, Madison, Wisconsin, 53706; Tel: 608-262-1234.

10. Write the name, address, and telephone number of your Department Chair/Dean.

F-2/J-2 Dependents should write: Spouse/dependent of student whose Department Chair/Dean is ____________ at University of Wisconsin-Madison, 500 Lincoln Drive, Madison, Wisconsin, 53706; Tel: 608-262-1234.

11. Enter the type of visa you held for each year listed that you were in the U.S. If your visa status changed during any of these years, attach a statement showing the new visa type and the date received. If you were not present in the U.S. for some of the years listed, write “n/a” next to any year that you were not present in the U.S.

12. If you have been in the U.S. as a student, researcher, teacher, professor, and/or trainee for more than five years, mark “Yes”; otherwise, mark “No.” If you mark “Yes,” you must attach a statement to establish that you do not intend to reside permanently in the U.S. (give intended date of departure and description of future plans).
13. If you have not taken any steps to adjust your current nonimmigrant status to that of permanent resident, mark “No”; if you have, mark “Yes” and explain on the lines provided. **Important:** If you mark “Yes” for both Lines 12 and 13, you should consult a tax expert, as you may be considered a U.S. resident for tax purposes.

**Parts IV and V: Professional Athletes or Individuals with Medical Conditions**

*Do not complete Parts IV and V.*

**Bottom of Form**

If you are filing this form by itself and **not** with your tax return (1040NR or 1040NR-EZ tax form), sign the bottom of this form.

If you will be filing a tax return (for example, submitting Form 8843 with Form 1040NR or 1040NR-EZ), **DO NOT** sign the bottom of this form.

*Important:* Make a photocopy of Form 8843 for your permanent records.

**Mailing Form 8843**

If you did not work in the U.S. during the 2023 tax year, send the completed 8843 form to:

**Department of the Treasury**

**Internal Revenue Service Center**

**Austin, TX 73301-0215**

If you **DID** work in the U.S. during the 2023 calendar year, send the completed 8843 form along with Form 1040NR or 1040NR-EZ to the address listed above by **no later than April 15, 2024**.

*Instructions adapted from University of Wisconsin-Platteville.*

*The University of Wisconsin cannot provide tax advice or assistance with tax form completion. For private, possibly fee-based consultations, consult a certified tax professional. For information related to taxes please visit the UW Service Center’s website.*