

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.