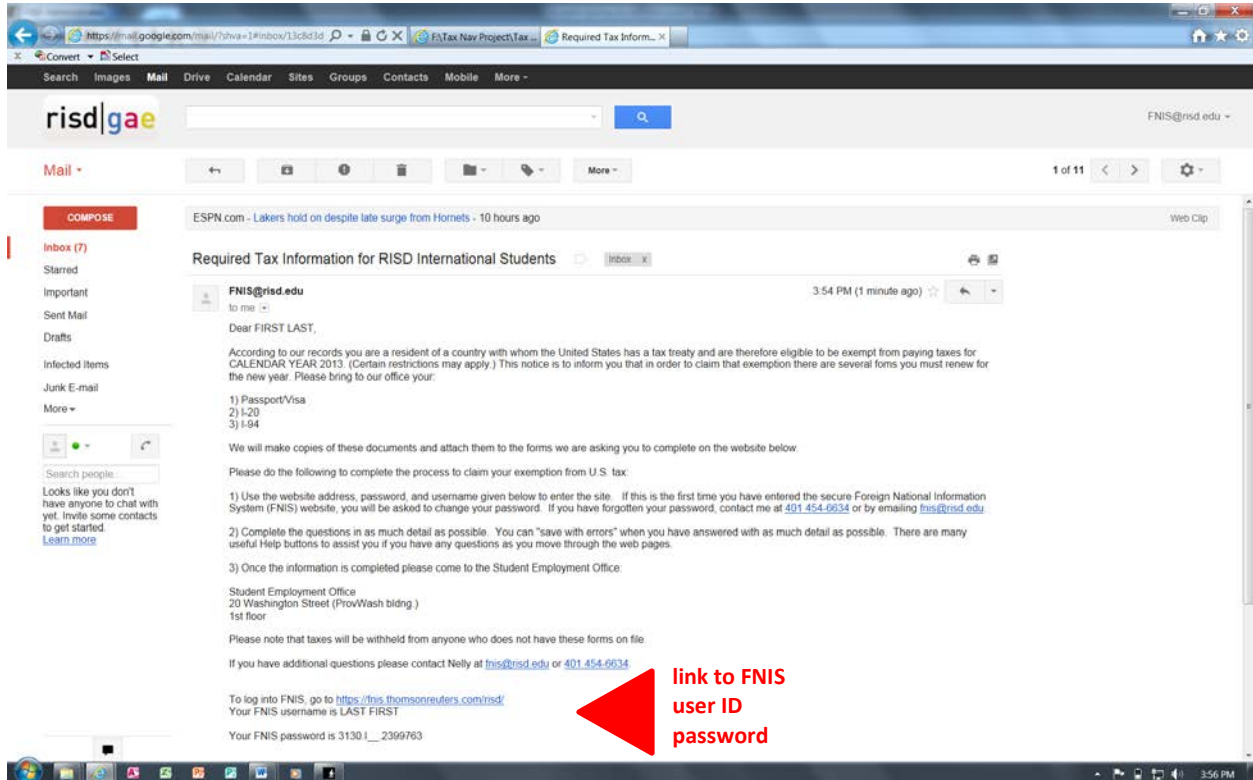# Instructions for completing International TAX FORMS

International tax forms are now completed by students through the Foreign National Information System (FNIS). Please follow the instructions below to file your forms with the Student Employment Office.

Access your FNIS account by clicking on the **link** found in your first email notice. You will find your **user ID** and **password** in this email as well.
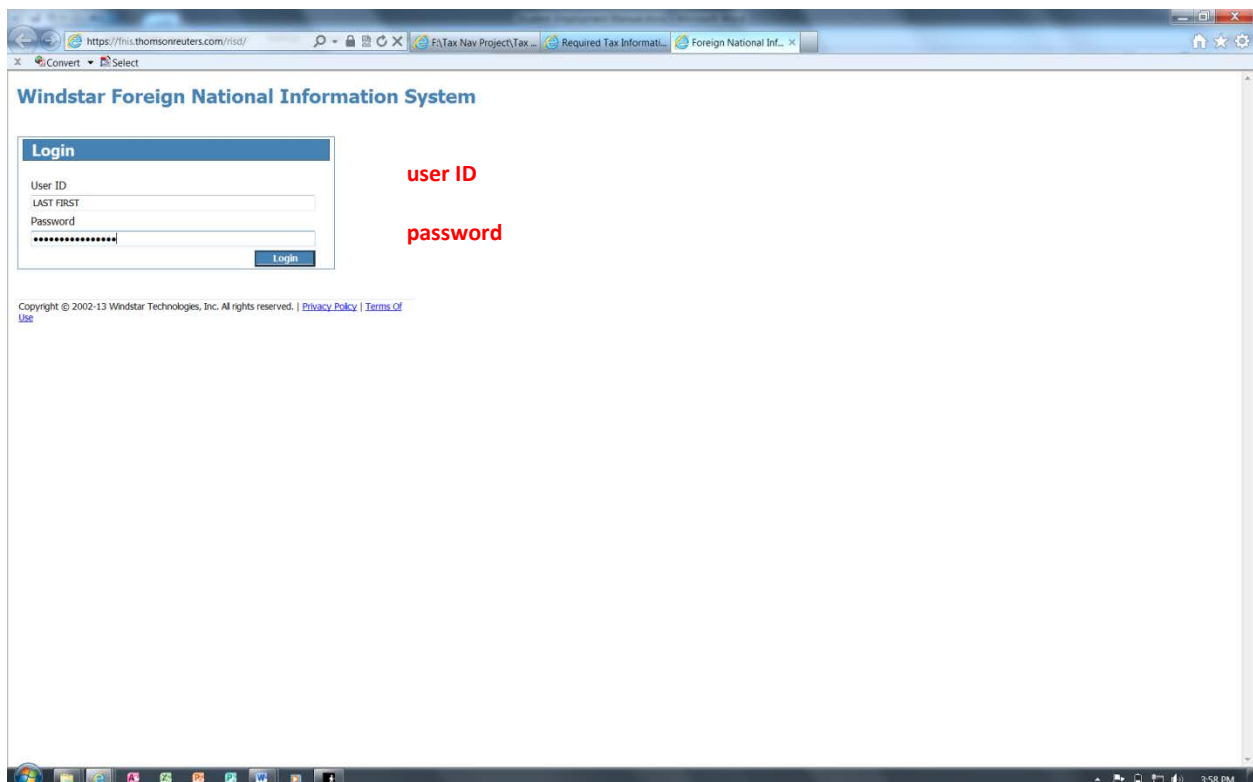

Type in your User ID then copy & paste in the password.

You will be asked to change your password, and,

Note: the "Current Password" is the system-generated password. Copy & paste that again. Then, create a new password and click "Change Password."

provide consent to complete these forms electronically.

Once you submit the Consent page you will see the FNIS Welcome page. Click on "Data Entry" to enter the FNIS system.
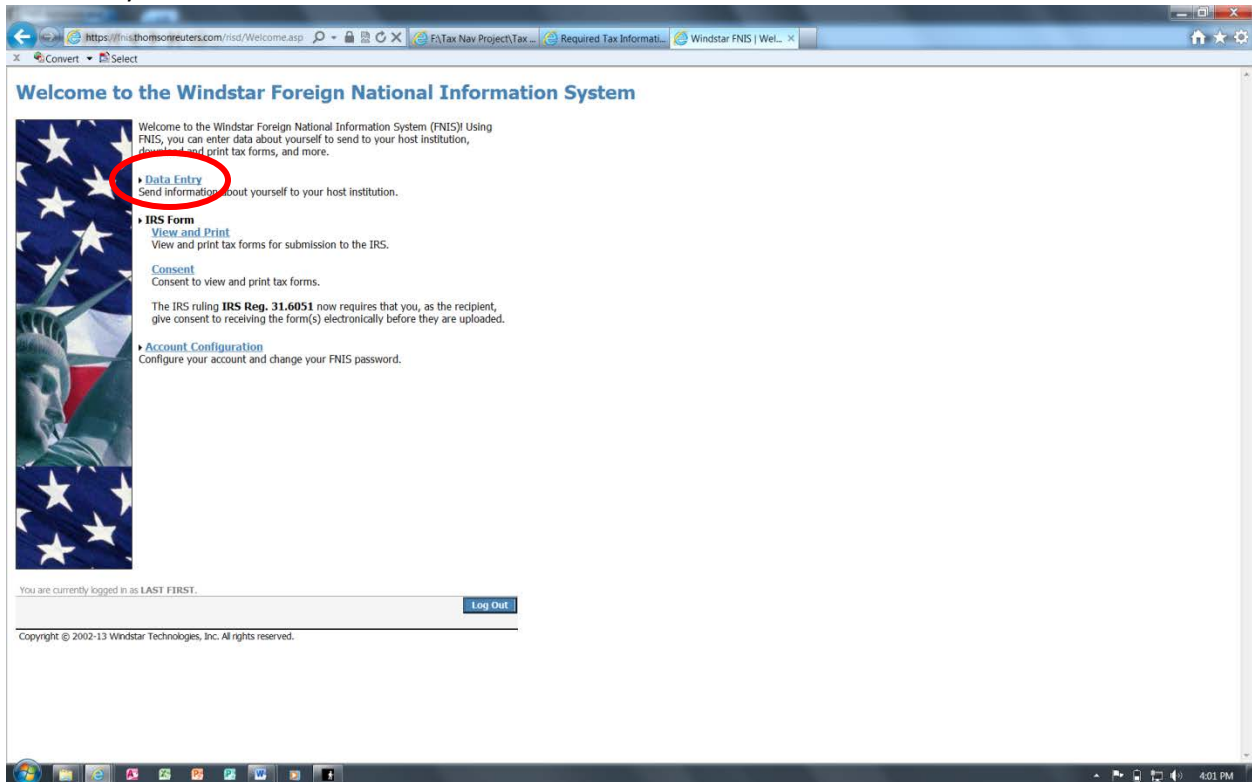
Please complete and/or review the information in the fields in **bold print** in the next 6 pages/steps.
Note: the numbers in the upper right corner of the form tell you the current page/step.
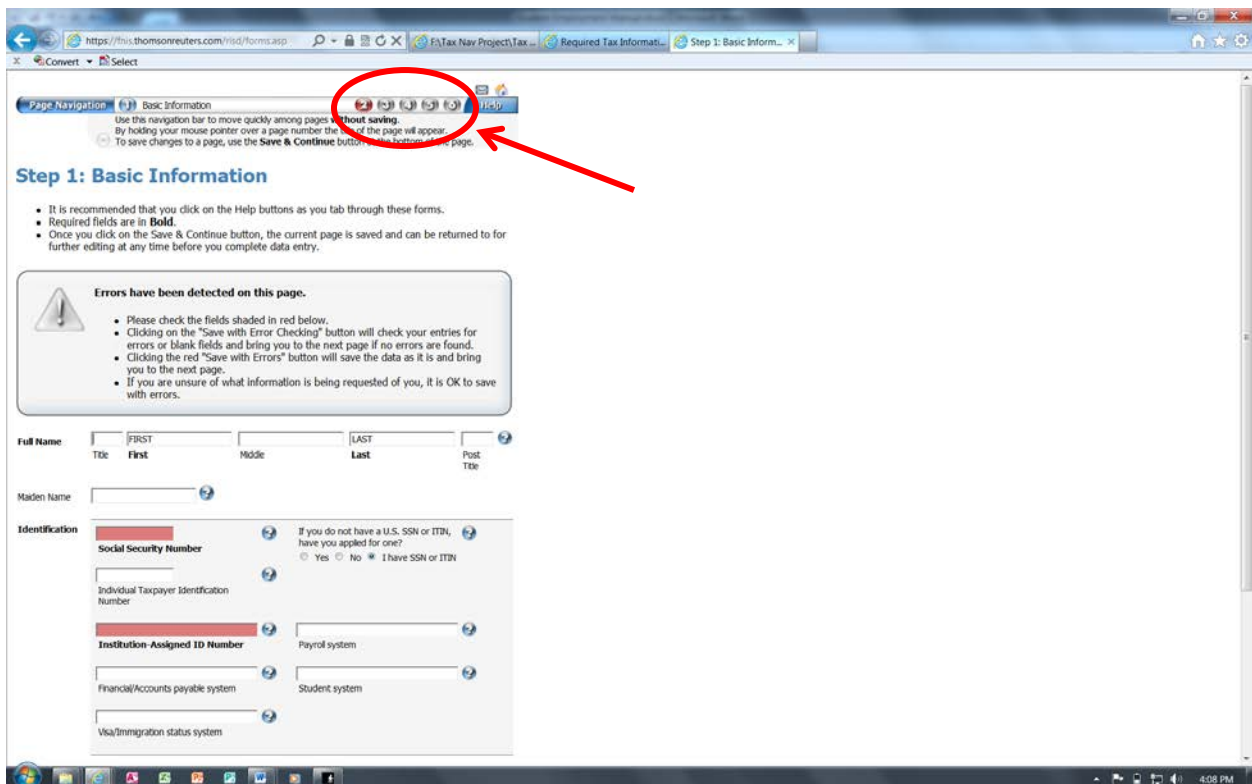
Please click the "Save & Continue" button at the bottom of each page.

When you reach Step 5 please click "Add New Record" to enter your Visa information.
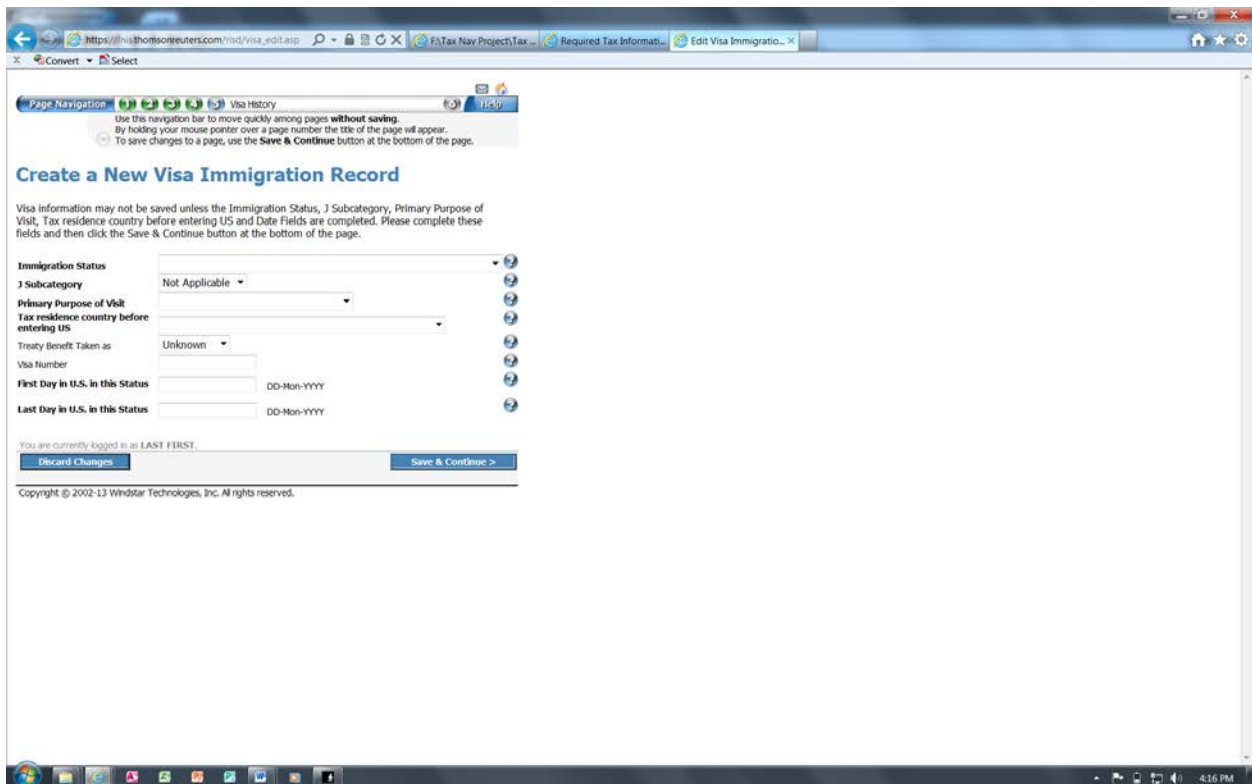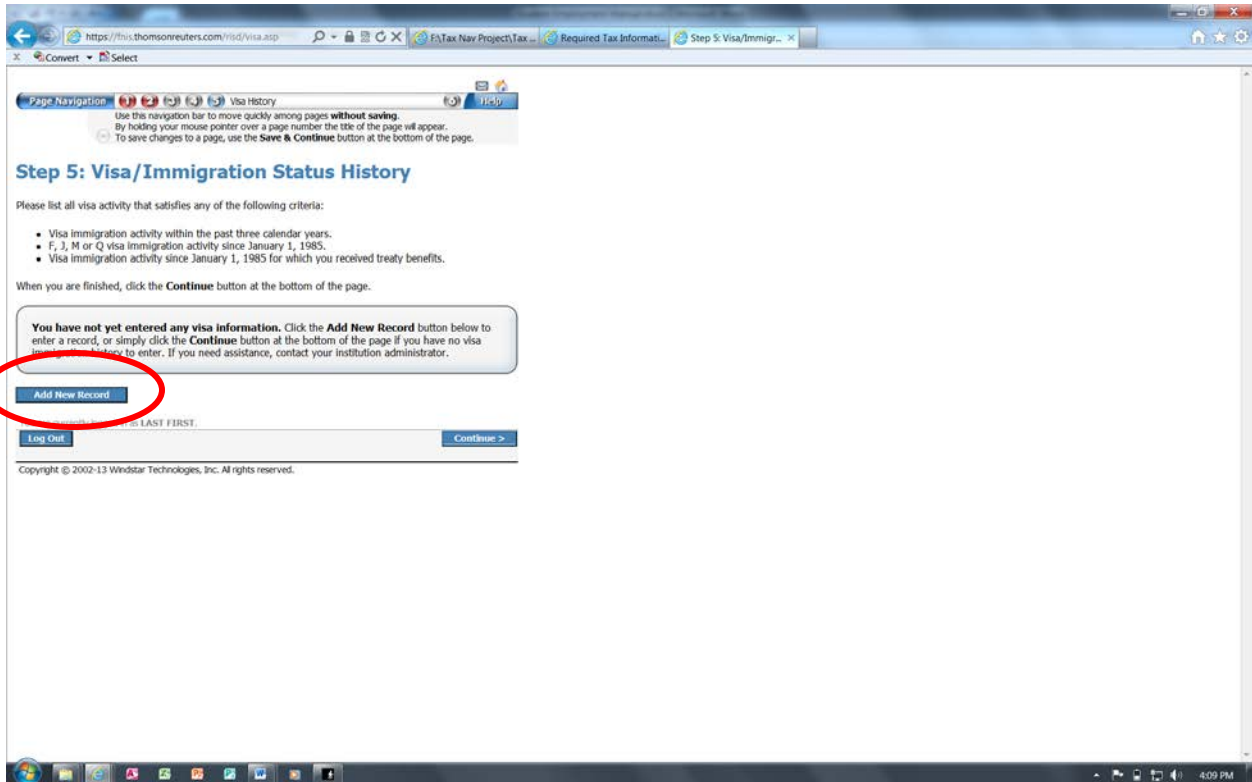
Once you "Save & Continue" your Visa Immigration Record, you will receive a summary page. If you need to make corrections you can go back and edit. When you are satisfied this information is correct click "Continue."
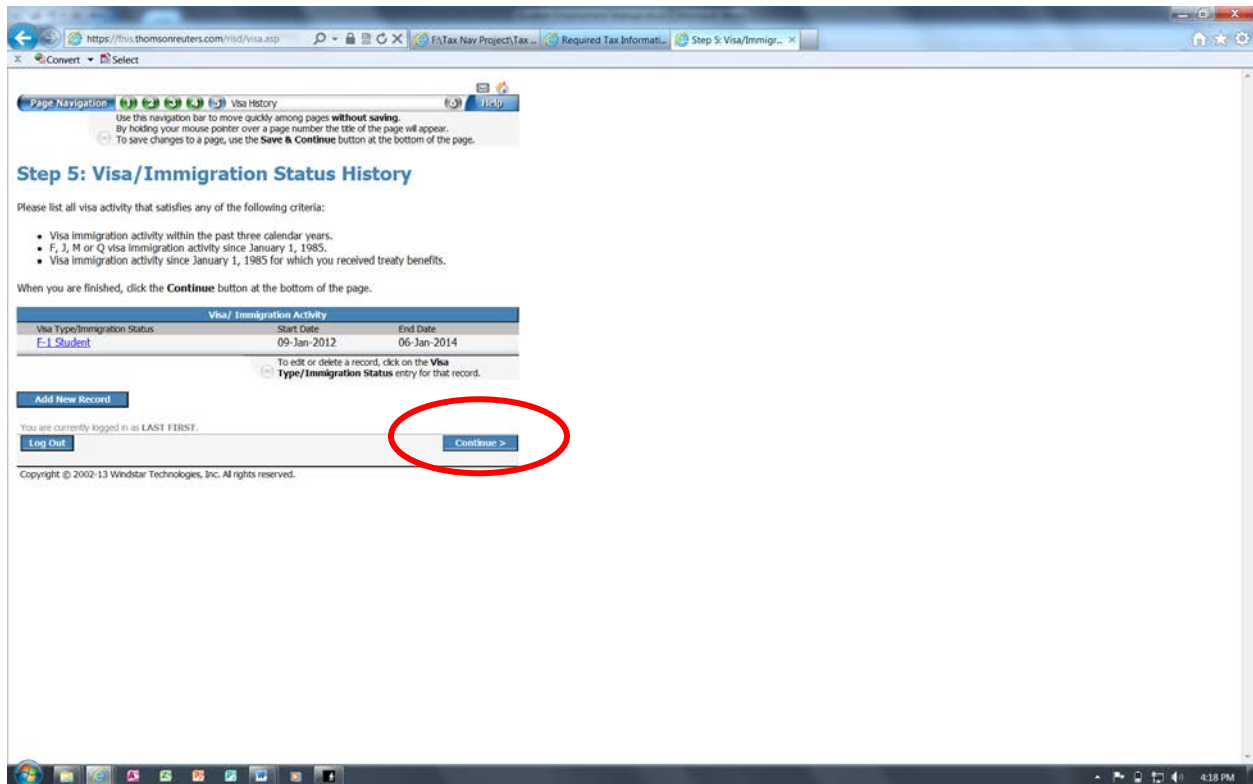
To complete the process please check the box at the bottom and click "Finish."

Congratulations! If you get to this page you have completed your forms successfully!

The Student Employment Office will be monitoring the FNIS system for any new and updated forms filed.
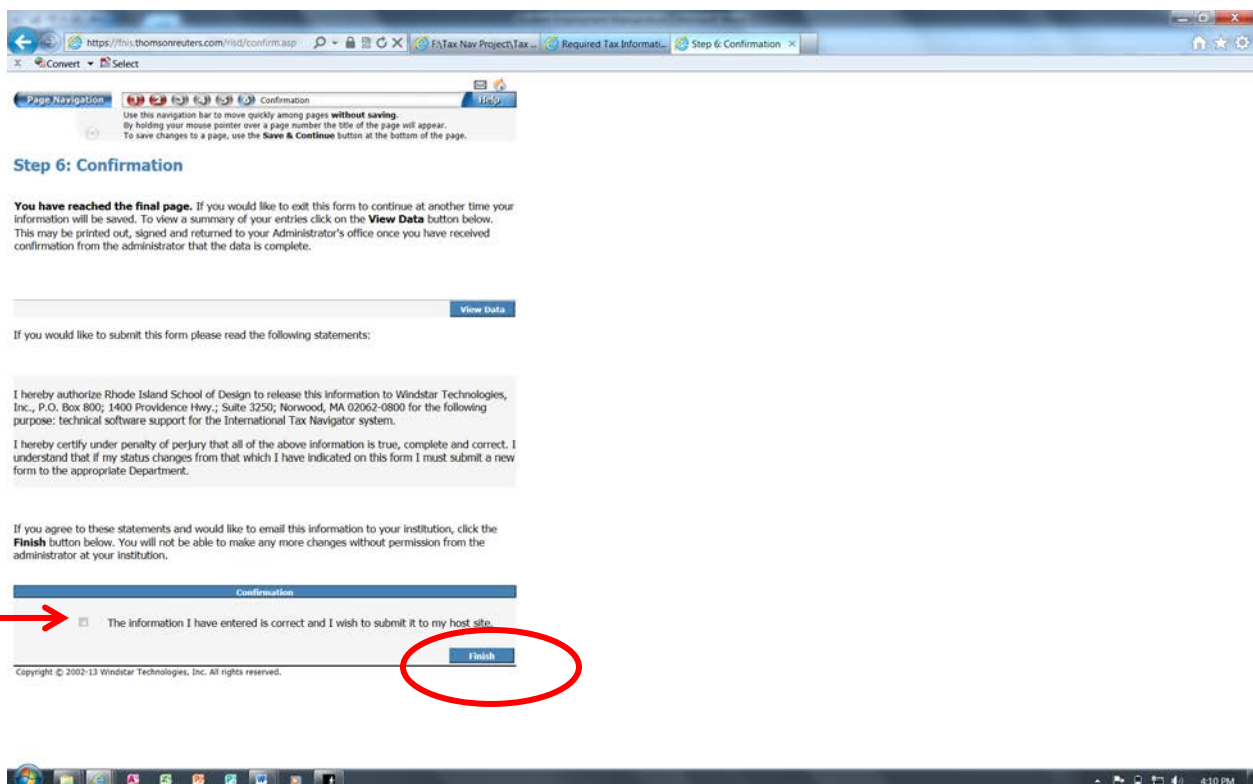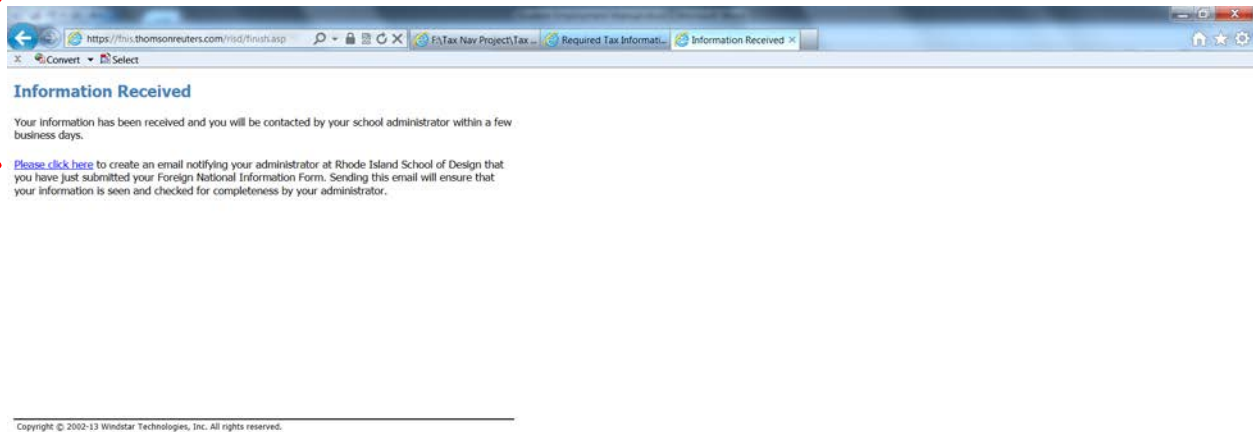PLEASE DO NOT CREATE AN EMAIL NOTIFYING THE ADMINISTRATOR THAT YOU HAVE SUBMITTED YOUR FOREIGN NATIONAL INFORMATION FORM.

Thank you! If you have any questions or concerns please contact The Student Employment Office at FNIS@risd.edu or (401)454-6634.