

For informational purposes only and is not intended to be tax advice. If you have to file income taxes, we recommend using a tax service such as Sprintax or Glacier Tax Prep. Please note these companies are not officially endorsed by California State University, East Bay or the Center for International Education.

You are responsible for your own tax determination and compliance

Form 8843: Filing Instructions

Use these instructions if you are filing Form 8843 by hand. You do not need to follow these instructions if you are having your tax return prepared by VITA.

Instructions

1. Download [IRS Form 8843.pdf](#)
2. Fill in your name exactly as it appears on your passport
3. For the box requesting your U.S. taxpayer identification number, write in your Social Security or Individual Taxpayer Identification Number. If you do not have either one of these, leave it blank.

Part I: General Information

Required for: Everyone completing Form 8843

- **1a** Enter your status (i.e. F-1, J-2, H-1B, etc.) that you used to enter the U.S. most recently and date you entered (see I-94 record)
- **1b** Your “current nonimmigrant status” for purposes of this form is as of December 31st of the year you are filing and should be the same as #1a unless you changed status while in the U.S. If you requested a change of status (e.g. you entered the U.S. in H-1B status and, without leaving, changed to F-1) in the U.S. enter your current non-immigrant status (F or J) and the date that your change of status was approved (see I-797 Approval Notice form). Otherwise, all you need to do is enter your current non-immigrant status as you stated in #1a; no date is required.
- **4a** Count the number of days you were physically present in the U.S. in each of the last 3 calendar years. Make sure to enter the actual number of days you were present. Exclude days when you were outside of the U.S.
- **4b** Substantial Presence Test: enter the number of days you were present in the U.S. during the tax year. This should be the same number that you entered in the first blank on #4a.

Part II: Teachers and Trainees

Required for: J-1 Research Scholars’, Short-Term Scholars, Professors and Specialists ONLY. See box #5 on your DS-2019 for category. Do not fill out if you are a ‘J-1 Student’ or ‘F-1 Student’.

- **5** Enter: California State University, East Bay, 25800 Carlos Bee Blvd, Hayward, CA 94542, 510-885-3000
- **6 – 8** Answer each question according to your individual situation.

Part III: Students

Required for: F-1 and J-1 Students (and F-2/J-2 dependents) ONLY

- **9** Enter: California State University, East Bay, 25800 Carlos Bee Blvd, Hayward, CA 94542, 510-885-3000
 - **F-2/J-2 Dependents write:** Spouse/Dependent of student attending California State University, East Bay, 25800 Carlos Bee Blvd, Hayward, CA 94542, 510-885-3000
- **10** Enter: Your academic department program coordinator or department chair. You will need to look this information up on our school website if you aren't sure. **Name of program coordinator or chair**, California State University, East Bay, 25800 Carlos Bee Blvd, Hayward, CA 94542, 510-885-XXXX (fill in their phone number)
 - **F-2/J-2 Dependents write:** Spouse/Dependent of student attending California State University, East Bay, 25800 Carlos Bee Blvd, Hayward, CA 94542, 510-885-3000, **Program Coordinator's or Chair's Name.**
- **11 – 14** Answer each question according to your individual situation.

Part IV: Professional Athletes

Leave all spaces blank. Does not apply to those present in the U.S. in F or J non-immigrant status.

Part V: Individuals With a Medical Condition or Medical Problem

Leave all spaces blank. Does not apply to those present in the U.S. in F or J non-immigrant status.

Signature Section

Required for: Everyone completing Form 8843

- **Sign and date** the bottom of page 2

Mailing Instructions

Double check that you have completed all required fields. Make a copy or scan for your records. You must mail each **individual** 8843 to the address below. Even if you have dependents, everyone must submit their own 8843 in a separate envelope. Do not include any other forms in your envelope.

Mail the completed form to:

**Department of the Treasury
Internal Revenue Service Center
Austin, TX 73301-0215**