


How to Complete your FNIS Profile
A Step by Step Student Guide

All international students are asked to register and update their information with the FNIS system. Every international student will have an FNIS hyperlink sent to their Lynn University email address. Students will also have their initial User ID and Password emailed to them. The home page is shown below <https://fnis.thomsonreuters.com/lynn/>

Windstar Foreign National Information System

LYNN
UNIVERSITY



ABOUT SSL
CERTIFICATES

Login

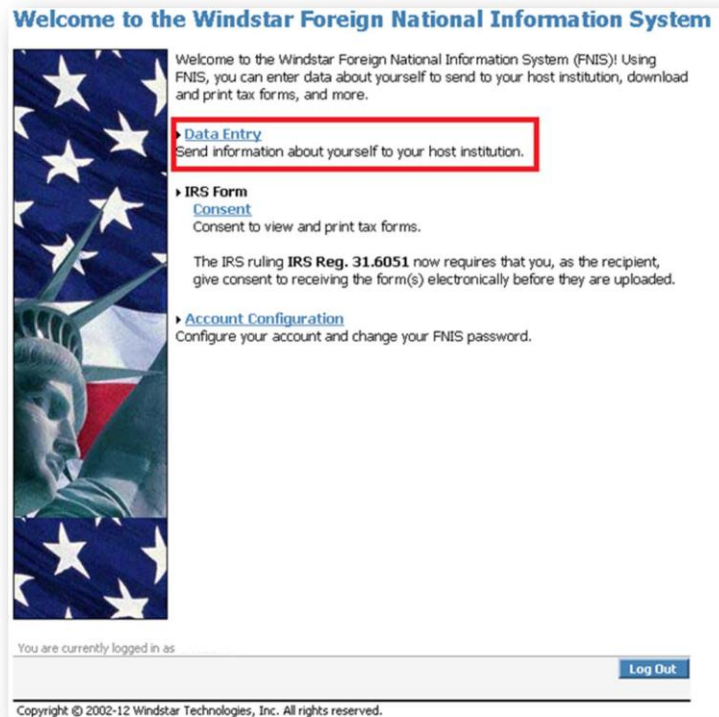
User ID

Password

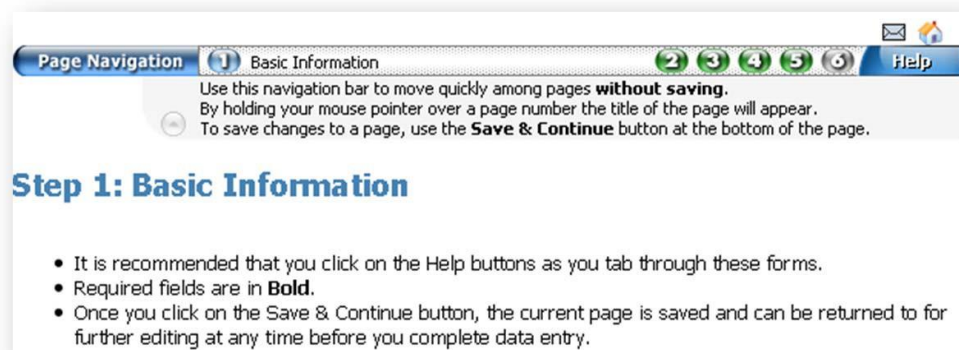
Login

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1. Once a student has logged in the screen below will appear. Data entry should then be selected.



2. A student will then be asked to input their basic personal information. All fields that are in **BOLD** must be completed. If you are unsure as to what a questions means, select the icon that is next to the relevant question. It is important to enter your name exactly as it is in your passport.



3. Please enter your name as it appears on your passport on the screen below. It is important to note that if you do not have a Social Security Number (SSN) or an Individual Taxpayer Identification Number (ITIN), these fields must be left blank. The questions pertaining to Financial / Accounts, Visa / Immigration, Payroll and Student Systems can all be left blank.

- If you do not have a Social Security or ITIN number, you can save with errors and move to the next page.

The screenshot shows a web form with two main sections: 'Full Name' and 'Identification'.

Full Name: This section contains five text input fields labeled 'Title', 'First', 'Middle', 'Last', and 'Post Title'. Each field has a small blue question mark icon to its right. Below these is a 'Maiden Name' field, also with a question mark icon.

Identification: This section contains several fields and a question:

- Social Security Number:** A text input field with a question mark icon.
- Individual Taxpayer Identification Number:** A text input field with a question mark icon.
- Institution-Assigned ID Number:** A text input field with a question mark icon.
- Payroll system:** A text input field with a question mark icon.
- Financial/Accounts payable system:** A text input field with a question mark icon.
- Student system:** A text input field with a question mark icon.
- Visa/Immigration status system:** A text input field with a question mark icon.
- Question:** 'If you do not have a U.S. SSN or ITIN, have you applied for one?' with three radio button options: 'Yes', 'No' (which is selected), and 'I have SSN or ITIN'.

At the bottom of the 'Identification' section, there is a note: 'Type/Immigration Status entry for that record.'

- The fields below can be left blank.

The screenshot shows a web form with four main sections:

- Foreign Taxpayer ID:** A text input field with a question mark icon.
- Student type:** A dropdown menu with a red bar and a question mark icon.
- Trainee type:** A dropdown menu with a red bar and a question mark icon.
- Institution Information:** A section with three text input fields: 'Department at Institution', 'Occupation at Institution', and 'Occupation 2 at Institution'. Each field has a red bar above it.


At the bottom of the form, there is a status bar that says 'You are currently logged in as CACOSTA.' and three buttons: 'Save with Error Checking', 'Save with Errors', and 'Log Out'.

The screenshot shows a 'Page Navigation' bar with the following elements:

- A 'Page Navigation' label.
- A series of numbered buttons (1, 2, 3, 4, 5, 6) with red bars above them.
- A 'Help' button with a question mark icon.
- A text box containing the following instructions: 'Use this navigation bar to move quickly among pages **without saving**. By holding your mouse pointer over a page number the title of the page will appear. To save changes to a page, use the **Save & Continue** button at the bottom of the page.'

4. Please read all of the questions carefully. For the date of birth question below, the day is entered before the month.

Step 2: Individual Information

Date of Birth DD-Mon-YYYY 


Marital Status

☐ Married

☒ Single

☐ Unknown


Skip this section if you answered "Single" to the previous question.

Is your spouse in the United States? 

☐ Yes

☐ No


☒ Unknown

Does your spouse have any gross income from the United States? 

☐ Yes

☐ No

☒ Unknown

Is your spouse claimed as dependent by another taxpayer for United States tax purpose? 

☐ Yes






☐ No


☒ Unknown


5. If answering the question pertaining to Dependents (Children) below, you are not to include a husband or wife. The question pertaining to Date First Ever Entered USA relates to the first time you ever visited the USA.


Dependents
(not including spouse)

Complete the dependents section only if any of the following conditions apply to you:









If you are a national of American Samoa, the Northern Mariana Islands, or the US Virgin Islands, or are a tax resident in Canada or Mexico, enter your total number of dependents. 0 


If you are a tax resident of the Republic of Korea (South), enter your total number of dependents who were with you in the USA at some time in the calendar year. 0 


If you are a resident of India who entered the USA for the primary purpose of studying, enter your number of dependents who are US citizens or residents. 0 


Telephone

Home Telephone in USA Extension 


Daytime Telephone in USA Extension 

Fax Number 

Email Address 

Date First Ever Entered USA DD-Mon-YYYY 

Claiming Personal Exemption

☒ Yes ☐ No ☐ Unknown 

You are currently logged in as CACOSTA.

[Save with Error Checking](#) [Save with Errors](#) [Log Out](#)

6. It is important to enter the correct local address under USA Local address.

If you are living off campus, or move off campus, it is important to notify the Office of the Registrar of your correct address. If you change address, you must also update the Office of the Registrar.

It is important to enter your home address under the Foreign Residence Address request

7. It is important to use your passport to complete the information in Step 4.

Page Navigation
1
2
3
4
Additional Information
5
6
Help

Use this navigation bar to move quickly among pages **without saving**.
By holding your mouse pointer over a page number the title of the page will appear.
To save changes to a page, use the **Save & Continue** button at the bottom of the page.

Step 4: Additional Information

Country of Passport/Citizenship

?

Passport Number

Passport Expiration Date

DD-Mon-YYYY

?

Are you also a U.S. citizen?

☐ Yes
☐ No
☒ Unknown

Country of Tax Residence

?

Self-Employment

Fill out this section only if you are self-employed.

Do you have an office regularly available to you in the USA?

☐ Yes
☐ No
☒ Unknown

?

Other Information

Are you the recipient of a foreign grant? (i.e. a non-service scholarship or fellowship)

☐ Yes
☐ No
☒ Unknown

?

Have you proven to the IRS that you have a closer connection to a foreign country than to the USA?

☐ Yes
☐ No
☒ Unknown

?

Have you submitted an application to become a US lawful permanent resident?

☐ Yes
☐ No
☒ Unknown

?

Are you engaged in a full-time program?

☐ Yes
☐ No
☒ Unknown

?

Do you wish to claim treaty benefits if they are available?

☐ Yes
☐ No
☒ Unknown

?

You are currently logged in as CACOSTA.

Save & Continue >

Log Out

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8. As an international student, you will be attending Lynn University on an F1 student visa. Please complete the required Visa / Immigration Status History on Step 5. Remember all of your F1 visa history must be reported at this stage. You do not need to report B2 visa information.

a) If you are a first time F-1 student please follow the instructions below. If you are a returning F-1 student or a transfer student please move to step b.

- To create an F1 student visa record, select the “Add New Record” button as shown below:

You have not yet entered any visa information. Click the **Add New Record** button below to enter a record, or simply click the **Continue** button at the bottom of the page if you have no visa immigration history to enter. If you need assistance, contact your institution administrator.

Add New Record

You are currently logged in as the Administrator.

Log Out

Continue >

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- All questions in bold on the immigration record must be completed. You will need your passport and I-20 to complete this information.
 - The Primary Purpose of your Visit is – Studying in a Degree Program.
 - The First Day in U.S. in this Status is - The first day you entered the country as a F1 Student.
 - The Last Day in US in this Status is – The program end date shown on your I-20

Immigration Status J Subcategory Primary Purpose of Visit Tax residence country before entering US Treaty Benefit Taken as Visa Number First Day in U.S. in this Status Last Day in U.S. in this Status SEVIS ID	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">F-1 Student</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Not Applicable</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Studying in Degree Program</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px; background-color: #005596; color: white;">UNITED KINGDOM</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Unknown</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px; width: 100px;"></div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px; width: 100px;"></div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px; width: 100px;"></div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px; width: 100px;"></div>	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px; width: 100px;"></div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px; width: 100px;"></div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px; width: 100px;"></div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px; width: 100px;"></div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px; width: 100px;"></div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px; width: 100px;"></div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px; width: 100px;"></div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px; width: 100px;"></div>
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b) If you are a returning student or a transfer student please follow the instructions below:

- As a returning/transfer student you are required to enter all of your F-1 Visa information for the last 3 years. You must enter each time you have entered the country as an F-1 student. If you have travelled frequently, please go online and print out your I-94 travel history. The link is provided below.
<https://i94.cbp.dhs.gov/i94/#/home>
- All questions in bold on the immigration record must be completed. You will need your passport and I-20 to complete this information.
 - The Primary Purpose of your Visit is – Studying in a Degree Program.
 - The First Day in U.S. in this Status is - The first day you entered the country as a F1 Student.
 - The Last Day in US in this Status is – The date you departed the US. For example, if you arrived in the USA on August 1st 2016 and departed the USA to go home for the Christmas Break on the 15th December 2016, you will enter 15/12/2016 as the last day in the U.S. You will then add a new immigration record and enter the date you arrived back to the U.S.

Immigration Status	F-1 Student	?
J Subcategory	Not Applicable	?
Primary Purpose of Visit	Studying in Degree Program	?
Tax residence country before entering US	UNITED KINGDOM	?
Treaty Benefit Taken as	Unknown	?
Visa Number		?
First Day in U.S. in this Status		?
	DD-Mon-YYYY	
Last Day in U.S. in this Status		?
	DD-Mon-YYYY	
SEVIS ID		?

- Once you have entered all prior travel information you will enter the current travel information. The Last Day in US in this Status for your most recent trip is – The program end date shown on your I-20 (not the expiration date on your passport)
 - Your record will look like the example below.

Step 5: Visa/Immigration Status History

Please list all visa activity that satisfies any of the following criteria:

- Visa immigration activity within the past three calendar years.
- F, J, M or Q visa immigration activity since January 1, 1985.
- Visa immigration activity since January 1, 1985 for which you received treaty benefits.

When you are finished, click the **Continue** button at the bottom of the page.

Visa/ Immigration Activity		
Visa Type/Immigration Status	Start Date	End Date
F-1 Student	01-Aug-2016	15-Dec-2016
F-1 Student	07-Jan-2017	15-May-2017
F-1 Student	25-Aug-2017	15-May-2020

To edit or delete a record, click on the **Visa Type/Immigration Status** entry for that record.

[Add New Record](#)

You are currently logged in as the Administrator.

[Log Out](#) [Continue >](#)

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9. Once you have completed the information Visa / Immigration Status History page, select the continue option to be brought to the final confirmation page. Once you have completed the process, **it is necessary to print out your data, and bring it to Student Administrative Services.**
10. Select the View Data button to view the page that must be printed and brought to Student Administrative Services.
11. Once Step 11 is completed, review the information on the screen below before checking the confirmation box and selecting Finish.

The screenshot shows a web application interface for 'Step 6: Confirmation'. At the top, there is a 'Page Navigation' bar with numbered tabs 1 through 6, where tab 6 is highlighted. To the right of the navigation bar is a 'Help' icon. Below the navigation bar, a text box provides instructions: 'Use this navigation bar to move quickly among pages **without saving**. By holding your mouse pointer over a page number the title of the page will appear. To save changes to a page, use the **Save & Continue** button at the bottom of the page.'

Step 6: Confirmation

You have reached the final page. If you would like to exit this form to continue at another time your information will be saved. To view a summary of your entries click on the **View Data** button below. This may be printed out, signed and returned to your Administrator's office once you have received confirmation from the administrator that the data is complete.

[View Data](#)

If you would like to submit this form please read the following statements:

I hereby authorize Lynn University to release this information to Windstar Technologies, Inc., P.O. Box 800; 1400 Providence Hwy.; Suite 3250; Norwood, MA 02062-0800 for the following purpose: technical software support for the International Tax Navigator system.

I hereby certify under penalty of perjury that all of the above information is true, complete and correct. I understand that if my status changes from that which I have indicated on this form I must submit a new form to the appropriate Department.

If you agree to these statements and would like to email this information to your institution, click the **Finish** button below. You will not be able to make any more changes without permission from the administrator at your institution.

Confirmation

☐ The information I have entered is correct and I wish to submit it to my host site.

[Finish](#)

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