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/

1. Once a student has logged in the screen below will appear. Data entry should then be selected.
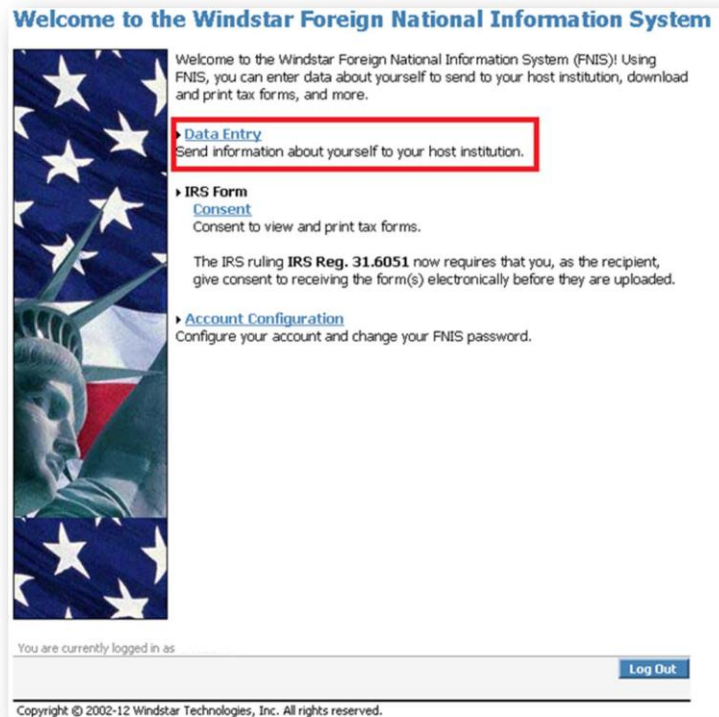
2. A student will then be asked to input their basic personal information. All fields that are in BOLD must be completed. If you are unsure as to what a questions means, select the icon that is next to the relevant question. It is important to enter your name exactly as it is in your passport.
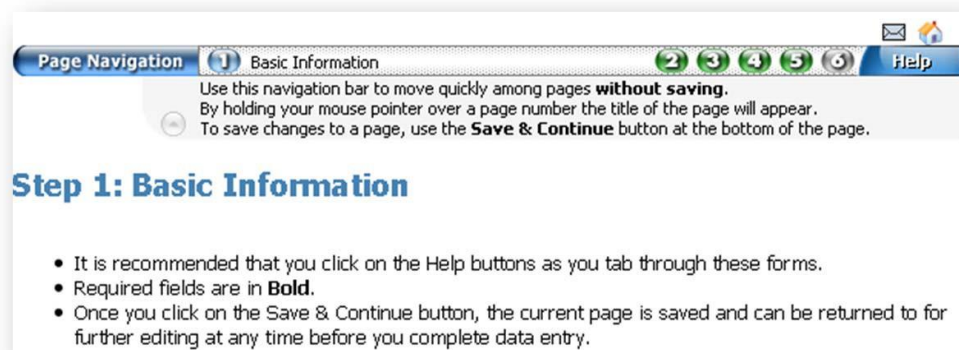
3. Please enter your name as it appears on your passport on the screen below. It is important to note that if you do not have a Social Security Number (SSN) or an Individual Taxpayer Identification Number (ITIN), these fields must be left blank. The questions pertaining to Financial / Accounts, Visa / 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 ad move to the next page.

- The fields below can be left blank.

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

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.

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.

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

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	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		

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.