How to fill out the Federal Form 8843

All international students & scholars present in the U.S. in 2025 are required to complete and send in the 8843 form. If you earned wages, your 8843 will be created as part of your tax return and submitted with everything else.

If you did not earn wages in 2025, you need to complete the 8843 and submit it by itself. Instructions are below.

Download the 8843 form on your own, please follow these instructions:

- Enter your first (given) name, initial, and last (family) name. For example, if your name is John David Smith, your first name and initial is John D., and your last name is Smith.
- Enter your "U.S. taxpayer identification number" (this is your Social Security number). If you do not have a Social Security number, leave the box blank.
- If you did not work in the U.S. in 2025 you must enter your addresses in both your home country and current address here in the U.S. (If you did earn wages and are completing other tax forms, you can leave the address section blank.)

Answer all the questions in Part I.

- 1a: Enter the date you first entered the U.S. and the type of visa you had.
- 1b: If you have not changed your visa status since coming to the U.S., enter "same" for 1b. If you have, enter the type of visa and the date it changed.
- 2: Enter your country of citizenship.
- 3: Enter the country that issued your passport.
- 3b: Enter your passport number.
- 4a: Enter the number of days you were present in the U.S. for the years listed. If you were not in the U.S., leave it blank or put "N/A."
- 4b: Enter the same number as you entered for 2025 in 4a.

Leave Part II blank.

Answer all the questions in Part III.

- 9: Enter: Southeast Missouri State University, 1 University Plaza, Cape Girardeau, MO 63701, 573-986-6863
- 10: Enter: Brooke DeArman, 1 University Plaza, Cape Girardeau, MO 63701, 573-986-6863
- 11: Enter the type of visa you held during the years listed. If you were not in the U.S. during one of the years, leave it blank.
- 12: Check "no" unless you have been in the U.S. more than 5 calendar years. If you checked "yes" you must provide information on why you have been here for more than 5 years and that you do not intend to apply for permanent residency.
- 13: Check "no" unless you have taken steps to apply for permanent residency.
- 14: Only fill out if you checked "yes" in Question 13.

Leave Parts IV and V blank.

- Print pages 1 and 2 of the 8843. Sign your name and write today's date on the bottom part of Page 2.

Mail the completed and signed Federal Form 8843 to:

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