

**FLORIDA ATLANTIC UNIVERSITY  
PERSONNEL DATA SHEET FOR  
NON-PAID J-1 EXCHANGE VISITORS**

**Instructions for Exchange Visitor:** The purpose of this form is to obtain an FAU identification badge, FAU email address, and an FAU Z number. This form should be completed by the J-1 exchange visitor and returned to the Host Department. All responses on this form must be legible. If your responses are not legible, it will be returned to your Host department and it will not be processed. Please print, sign and provide a copy of this form to your department.

**Instructions for Host Department:** Please complete the Host Department section of this form for non-paid J-1 visa holders. Once the DS-2019 (Certificate of Eligibility) is issued, please submit this Personnel Data Sheet, and an executed copy of the Appointment Letter to Felipe Vargas, in the Provost Office, at [fvargas@fau.edu](mailto:fvargas@fau.edu). Personnel Data Sheets without the appropriate Appointment Letter will not be accepted and will be returned to the Host Department. Please submit this form at least 3 weeks prior to the exchange visitor's start date or upon notice that the J-visa was approved.

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**EXCHANGE VISITOR DEMOGRAPHIC:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I. \_\_\_\_\_  
Gender: \_\_\_M\_\_\_F Country of Citizenship: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
E-mail Address \_\_\_\_\_  
Local U.S. Address\*\*: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_  
Local phone number\*\*: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Have you ever been issued a Social Security Number\*: \_\_Yes \_\_No. If yes, please provide: \_\_\_\_-\_\_\_\_-\_\_\_\_  
Have you ever been issued an ITIN Number: \_\_Yes \_\_No. If yes, please provide: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

**VISA INFORMATION:**

Visa type: \_\_\_\_\_ Visa Identification Number: \_\_\_\_\_  
Visa valid from: (start date) \_\_\_\_/\_\_\_\_/\_\_\_\_ Visa valid through (expiration date) \_\_\_\_/\_\_\_\_/\_\_\_\_

**INTERNATIONAL CONTACT INFORMATION:**

Long distance phone number: \_\_\_\_\_  
Foreign Mailing Address: \_\_\_\_\_  
Country: \_\_\_\_\_

**EMERGENCY CONTACT:**

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Country of Residence: \_\_\_\_\_ Language(s) spoken by your emergency contact: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

**By signing below, you attest that the above information is true and accurate.**

Print name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* Authorized by §119.071(5), F.S., 8 USC §1324(a) and 42 USC §653(a). \*\* If you do not have a local US address or phone number by the time you are submitting this form, you must be prepared to update your US address during your immigration check-in with FAU's International Student and Scholar office.

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**To be completed by Host Department:**

Division/College: \_\_\_\_\_ Exchange Visitor Campus Location: \_\_\_\_\_  
Exchange Visitor's Supervisor's Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Program Start Date: \_\_\_\_\_ Program End Date: \_\_\_\_\_  
This section was completed by: \_\_\_\_\_ Title: \_\_\_\_\_ Email: \_\_\_\_\_

**Florida Atlantic University is required to obtain the following information.**

**Your cooperation is appreciated.**

Have you ever been charged with a violation of the law which resulted in probation, community service, a jail sentence, the revocation or suspension of your driver's license? \_\_\_YES \_\_\_NO

If your answer is "yes" to the above question, please provide a statement of all relevant facts in the space below.

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Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# FLORIDA ATLANTIC UNIVERSITY

## Social Security Number Collection & Usage

In accordance with Section 119.071(5), Florida Statutes, this document denotes the purpose and legal authority for the collection, disclosure, and usage of social security numbers by Florida Atlantic University ("FAU" or "University"). FAU collects social security numbers (SSNs) only as specifically authorized by law or if imperative for the performance of our duties and responsibilities as prescribed by law. FAU takes appropriate measures to secure SSNs from unauthorized access and does not release SSNs to other parties except as authorized by law or as necessary for the fulfillment of our duties and responsibilities. FAU may assign unique student/employee identification numbers for use where practical. This unique ID number may be used for associated employment and educational purposes at FAU. In instances where the unique ID number is not sufficient, an SSN will be required for the legitimate business purposes as outlined below.

<p><b><u>ADMISSIONS</u></b> Federal legislation relating to the Hope Tax Credit requires that all postsecondary institutions report student SSNs to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for FAU to collect the SSN of every student. If a student refuses to disclose his or her SSN for this purpose, he or she may be subject to IRS penalties.</p>	<p>Authorized by 26 USC §6050S</p>
<p><b><u>CONTROLLER'S OFFICE</u></b> SSNs are required to issue a W-2 (Wage and Tax Statement) and direct deposit forms require use of SSNs to verify against bank records. The Controller's Office may use and/or request SSNs from vendors and/or students to facilitate direct pay of an honorarium in compliance with Financial Information Reporting, Tuition Payment Statements (1098T) and Miscellaneous Income (1099) or the completion of a W9 for Consultant Service. SSNs are also disclosed for collections purposes to authenticate identity.</p>	<p>Authorized by 26 USC §§3402(f)(2)(A), 1441, 6109, 6050S and §119.071(5), F.S.</p>
<p><b><u>FINANCIAL AID</u></b> <i>Non Veteran Students:</i> The Student Financial Aid Office uses SSNs in the application process for determining financial aid eligibility. The SSNs are used to identify students by the Florida Office of Student Financial Aid and the US Department of Education. SSNs are also used to transmit student data to ELM Resources, a third party agency that processes Federal Stafford loan data to lenders and guarantors on behalf of student applicants for loans. Every student must report his or her SSN on the FAFSA. If a SSN is not provided, the FAFSA will not be processed. Similarly, a student who does not have a SSN is not eligible to obtain a Federal Student Aid PIN.</p>	<p>Authorized by Title IV of the Higher Education Act of 1965, as amended (§§483 and 484) and 20 USC §1091</p>
<p><b><u>FINANCIAL AID</u></b> <i>Veteran Students:</i> The Student Financial Aid Office uses SSNs in the Veteran Certification form to process the veteran students' VA benefits. If a SSN is not provided, the VA certification process will not be processed in the VA ONCE web system; The Veteran student will not receive his/her VA benefits.</p>	<p>38 U.S.C. sections 3684 and 3685; 38 CFR sections 21.4203, 21.4209, 21.7156, 21.7307, 21.7656, 21.7807, and 21.5200</p>
<p><b><u>HARBOR BRANCH OCEANOGRAPHIC INSTITUTE</u></b> HBOI at FAU uses SSNs on the Federal Drug Testing Custody and Control Form for DOT-required drug test chain of custody.</p>	<p>Authorized by 49 CFR Part 40</p>



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<p><b>HUMAN RESOURCES</b> SSNs are used for legitimate business purposes in compliance with completion and processing of the following forms: Federal I-9 (Department of Homeland Security); Federal W4, W2, 1099 (Internal Revenue Service); Federal Social Security taxes (FICA); Processing and Distributing Federal W2 (Internal Revenue Service); Quarterly Unemployment Reports (FL Dept of Revenue); Florida Retirement Contribution reports (FL Dept of Revenue); Workers Comp Claims (FCCRMC and Department of Labor); Direct Deposit Files (affiliate banks); 403b and 457b contribution reports; group health, life and dental coverage enrollment; various supplemental insurance deduction reports. In addition, SSNs are collected in accordance with FCRA through a TPA in conducting pre- and post employment background investigations for prospective and promotion-eligible employees pursuing student, faculty, staff positions, and volunteer or courtesy appointments.</p>	<p>Tax-related uses are authorized by 26 USC §§3402, 3406, 1441 and 6109. Benefits-related uses are authorized by §§119.071(5), F.S. Background/employment-related uses are authorized by 8 USC §1324(a) and 42</p>
<p><b>POLICE</b> National and state law enforcement databases utilize SSNs as unique identifiers. Florida law authorizes state and local agencies to access criminal justice information systems. SSNs are used as the unique identifier that accommodates a key search. Absent fingerprints, an SSN is the most reliable to query and to input data. The Police Department's records management system also contains social security numbers for individuals listed on incident reports. SSNs are collected from individuals listed on incident reports as they are unique identifiers that are the most reliable way to retrieve information from the National and State law enforcement databases. SSNs are also used by traffic &amp; parking services for accounts of unaffiliated personnel who are referred to accounts receivable.</p>	<p>Authorized by §119.071(5),</p>
<p><b>PURCHASING</b> The Purchasing department may request SSNs from vendors and/or students to facilitate direct pay of an honorarium in compliance with Financial Information Reporting or the completion of a W9 for Consultant Services.</p>	<p>Authorized by 26 USC §§3402, 3406, 1441, 6109 and §119.071(5), F.S.</p>
<p><b>REGISTRAR</b> The University Registrar uses student SSNs on official transcripts and for business purposes in accordance with parameters outlined by the US Department of Education.</p>	<p>Authorized by §119.071(5), F.S.</p>
<p><b>UNIVERSITY ADVANCEMENT/ALUMNI AFFAIRS</b> The Division of University Advancement/Alumni Affairs is staffed with University officials charged with advancing the mission and goals of the University through outreach initiatives, facilitating alumni relations and fundraising efforts. The Division has a need to access SSNs of University graduates for the sole purpose of locating "lost" alumni and confirming alumni identity and/or status (i.e. deceased). Quarterly address screenings of segments of the database (primarily "lost" alumni) require use of the SSN to confirm identity.</p>	<p>Authorized by §119.071(5), F.S.</p>
<p><b>COLLEGES</b> SSNs are used by certain colleges in student applications for professional licensure, for contact and/or access to K-12 students and facilities, for background checks and verification of academic degrees and qualifications, and for placement tracking pursuant to the Florida Education and Training Placement Information Program.</p>	<p>Authorized by 42 USC §666(a)(13), §456.013 (1)(a), F.S., §1012.32(2), §1012.465(2), §119.071(5), §1008.39; and 8 USC §1324(a) and 42 USC §653(a)</p>
<p><b>OTHER</b> SSNs may be used in other components of the University to authenticate identity when no other means are available and such authentication is imperative for that component's duties and responsibilities.</p>	<p>Authorized by §119.071(5), F.S.</p>