

Tips from the Reves Center for the Form 8843: **Scholars**

Mail form by: April 15, 2025

Form 8843 is required for **all** J-1 scholars and their J-2 dependents who were in the U.S. during the most recent tax year and are [non-resident aliens](#) for tax purposes - **even if you had NO income**.

Complete one form per J-1 or J-2.

Mailing instructions:

- IF you are ALSO required to complete a 1040-NR (because you had U.S. income), mail your forms together to the address provided for your 1040-NR, or file online. You would only be required to file these if you had income from U.S. sources during the tax year. You can use [Sprintax](#) for help.
 - IF you are NOT required to complete a 1040-NR, mail your 8843 to:

Department of the Treasury
Internal Revenue Service Center
Austin, TX 73301-0215
 - Stamps for mailing are available at most grocery stores, and your [local post office](#). A post office is also located in the bottom floor of the Sadler Center.
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Top of Form

Name and U.S. Taxpayer Identification Number: Write these at the top of Form 8843 in the space provided. Write your name as it appears in your passport. Your Taxpayer ID number is your Social Security Number *or* ITIN. Leave blank if none.

Address: Write your home country address ("country of residence") and your address in the U.S.

Part I: General Information

- **Lines 1-3:** Complete these lines as indicated.
- **Line 4a:**
 - Count the number of days you were in the U.S. as accurately as you can. Using the U.S. entry stamps in your passport may help, or your [travel history from CBP](#).
- **Line 4b:**

- If you are considered a non-resident tax alien, write the number of days that you were in the U.S. in 2024 in *J-1 (or J-2) status*. In most cases, this will be the same as the total number of days you were in the U.S. in 2024.
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Part II

Line 5: Write *William & Mary, PO Box 8795, Williamsburg, VA 23187; (757) 221-3590*

Line 6: Write the name and phone number of your department's chair and the department address (Example: Mr. Bob Smith, Department of History, William & Mary, PO Box 8795, Williamsburg, VA 23187-8795, 757-221-XXXX).

Line 7: If you were in the U.S. during these years, in J or Q status, write the visa type(s) you used. If you were NOT in the U.S. in J or Q status during this time, leave this blank.

Line 8: If you can answer YES to this question, you are usually considered a resident for federal income tax purposes. If you would like to continue to be considered a non-resident alien for tax purposes, please see a [VITA or AARP](#) tax volunteer to check if this is possible.

Scholars in the U.S. more than two years are almost always considered resident taxpayers. Scholars who are resident taxpayers usually pay less income tax but are subject to Social Security and Medicare taxes on most earned income.

Parts III, IV and V: Leave these parts blank

Bottom of Form (page 2)

Sign and date the form where indicated.

Additional Instructions

Scan or photocopy your completed Form 8843; save the copy at least 7 years for your tax records. (IRS may return your Form 8843 to you by mail with an IRS stamp on the form; if so, save this stamped original for at least 7 years for your tax records.)

The Reves Center cannot advise on filing taxes, nor review tax forms. If you would like help with your taxes, see the local resources listed on our website.