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EMPLOYEE SERVICES

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Nonresident Employees (International Employees) ^[1]

Nonresident employees must keep visa status information current with Employee Services. Accurate data helps us enter the appropriate tax withholding and application of any available tax treaties and/or eligible university benefits.

Each nonresident employee must schedule an appointment with an international tax specialist and update his/her status whenever a change occurs. Department leads can help by informing new and continuing nonresident employees of this requirement whenever they know a change is occurring in their employees' visa status or employment eligibility. **Departments should never provide tax advice or tax forms (i.e., Form W-4) to international employees.**

Appointments are available at Employee Services, 1800 Grant St. in Denver. Call 303-860-4200 to schedule an appointment.

Upon arrival in the United States, nonresident aliens eligible to work must apply for a Social Security number, which is required for wages to be paid and reported correctly. [Download the Social Security Card Application Form](#) ^[2].

Requirements and timing for the application process have changed. For information and guidelines, visit the [International Employees page](#) ^[3] ^[4] and review "[Social Security Administration Delays in Social Security Number Issuance to International Employees](#) ^[5] and "[Tax Reference for International Visitors](#) ^[6]."

Groups audience:

Employee Services

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Links:

[1] <http://www.cu.edu/employee-services/business-partners-ppldr/business-partner-resources/employee-services-procedure-82>

[2] <http://www.cu.edu/sites/default/files/policies/docs/ss-5.pdf>

[3] <http://www.cu.edu/employee-services/international-employee-0>

[4] <http://www.cu.edu/employee-services/international-employees-faculty>

[5] <http://www.cu.edu/sites/default/files/policies/1730-social-security-administration-delays-social-security-number-issuance-international-employees/files/ssn-card-delay.pdf>

[6] <http://www.cu.edu/sites/default/files/policies/1332-tax-reference-international-visitors/files/tax-reference-international-visitors.pdf>