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EMPLOYEE SERVICES

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Nonresident Employees (International Employees) ^[1]

Non-resident Employees

(International Employees)

Non-resident 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 non-resident employee must schedule an appointment with an international tax specialist and update his/her status whenever a change occurs. Departments can help by informing new and continuing non-resident employees of this requirement whenever they know a change is occurring in their employee's 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, non-resident 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]."

Source URL: <http://www.cu.edu/employee-services/business-partners-ppldr/business-partner-resources/employee-services-procedure-82>

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/docs/Tax-Ref-Intl-Visitors.pdf>