University of Colorado
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EMPLOYEE SERVICES

International Tax New Hire Guide

For CU International Employees

This guide is for all CU international employees working inside the U.S., including faculty, researchers and student employees. As a new CU international employee* arriving on campus, you will need to complete the applicable introductory activities pertaining to your employment with the university.

Introductory Activities	Resource
Complete Form I-9	Hiring Department or Campus Human Resource (HR)
Apply for your Social Security Number (SSN)	Campus International Student and Scholar Services (ISSS)
Complete your Sprintax Calculus profile	International Tax Office (Employee Services)

*Employees are paid wages in exchange for personal services. Individuals being paid a **stipend** are not expected to provide personal services in exchange for their stipend payment, which is intended to provide support during study or research. If you are a stipend recipient paid through the university's payroll system and are NOT receiving wage payments in addition to your stipend, you are not required to complete the I-9 or apply for a Social Security Number. However, you must complete your Sprintax Calculus profile to provide the university with critical information related to taxation.

Form I-9

In accordance with the Immigration Reform and Control Act of 1986 (IRCA), the University of Colorado must verify employment eligibility of each employee within their first three days of employment. As required by federal law, the university must complete and retain a Form I-9 Employment Eligibility Verification document for all regular and temporary employees hired after November 6, 1986.
The Form I-9 can be completed through your Hiring Department or Campus Human Resources (HR):

- University of Colorado Boulder
- University of Colorado Anschutz
- University of Colorado Denver
- University of Colorado Colorado Springs (UCCS)

Social Security Number Application

The U.S. tax authority (IRS) requires employers to report employee wages using the employee's Social Security Number (SSN) for identification, tax and retirement purposes. Employees are thus required to apply for and obtain an SSN from the Social Security Administration.

The Social Security Administration recommends waiting 10-15 days after arrival in the U.S. before applying for an SSN to allow transmittal of immigration information from the Department of Homeland Security (DHS) for verification. Once application is submitted, allow a minimum of 2-3 additional weeks to receive your SSN.

Upon entering the U.S., F and J-Visa holders must check in with International Student and Scholar Services (ISSS) before applying for an SSN. Detailed guidance for this action is provided through the ISSS offices on your campus.
Student employees can find information on the SSN application process through these campus specific links:

- University of Colorado Boulder
- University of Colorado Anschutz
- University of Colorado Denver
- University of Colorado Colorado Springs (UCCS)

Scholars should contact their campus ISSS office with SSN questions or discuss during your initial J-1 check-in.
Additional Resource: International Students and Social Security Numbers, & Foreign Workers and Social Security Numbers

International Tax Office

The International Tax Office is a department of the University of Colorado Employee Services and is staffed with international tax specialists who support CU International employees across each campus.
The International Tax Office services non-U.S. individuals and entities receiving payment from the University of Colorado through payroll, accounts payable or student finance and their paying departments. The International Tax Office also serves as a system-wide subject matter expert in the area of nonresident alien tax.

International Tax Requirements

All new international employees (student and non-student) and stipend recipients paid through the university's payroll system are required to provide the university with their U.S. travel history and immigration details for the purposes of tax residency analysis and accurate taxation of payments issued by CU. This process is initiated through Sprintax Calculus.

Completing your Sprintax Calculus profile

The International Tax Office is looking forward to supporting you by providing guidance on your U.S. tax obligations. Your first step in connecting with us is to complete your Sprintax Calculus profile. This will establish your relationship with the International Tax Office and connect you to valuable resources that will help you throughout the year as you navigate your pay and taxation.

The International Tax Office will invite you to activate your Sprintax Calculus profile within approximately 14 days of your hire date through an email from cuintltax@sprintax.com. Please complete your profile as soon as possible to ensure accurate taxation of your pay including any applicable tax treaty or FICA tax exemptions. If you haven't received your Sprintax Calculus activation email within 21 days from your start date, please check your junk mail folder. If you still cannot locate your activation email, please contact intltax@cu.edu.

Upon completion of your Sprintax Calculus profile you will have:

- determined and documented your U.S. tax residency status
- determined your eligibility for tax treaty benefits that can reduce your tax bill
- generated required tax forms for signature (e.g. W-4, 8233, W-8BEN, W-9)
- submitted required immigration documents and signed tax forms for International Tax Office review and approval

Employees should be prepared with the following documents and details to complete their profile:

- digital copy of passport bio page
- digital copy of I-94 (available for download at https://i94.cbp.dhs.gov/I94/#/home)
- digital copy of immigration document (1-20, DS-2019, EAD, H1B approval, etc.)
- history of U.S. presence (dates and immigration statuses)
- Social Security Number (if you have one)

Maintaining your Sprintax Calculus profile

You should maintain a relationship with the International Tax Office, and keep your Sprintax Calculus profile updated, throughout your time at the university. You will be notified when annual updates require review in Sprintax Calculus and should notify the International Tax Office at intltax@cu.edu when any of the following occur:

- your immigration status changes
- the program end date on your immigration document changes
- you suspect you have become a U.S. tax resident
- you have taken steps to obtain lawful permanent residency (green card) in the U.S.
- you have a change of address
- you have tax related questions about your pay

Change of address

If you have a change of address, in addition to updating your Sprintax Calculus profile, please update this information in your employee or student portal. Visit the Payroll Self Service website for detailed instructions.

Additional questions

Contact the International Tax Office at: intltax@cu.edu.
The International Tax Office responds to emails within 2-3 business days.