

# International Tax Appointment Checklist

We look forward to meeting you during your new employee appointment with the International Tax Office. Please complete the tasks below **before your scheduled appointment** to help ensure we have time to answer your questions.

## Prepare for Your Appointment

### 1. Upload immigration documents (5 minutes).

**Immigration document(s)** (examples include I-20, DS-2019, EAD, H1B approval, etc.)

Most recent **I-94** (available for download by traveler at <https://i94.cbp.dhs.gov/I94/#/home>)

**Travel history** (available for download by traveler at <https://i94.cbp.dhs.gov/I94/#/home>)

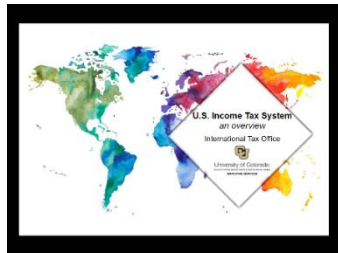
Biographical data page from your **passport**

### 2. Complete two online courses (18 minutes).

#### Course 1: U.S. Tax System Overview

This course includes background information that will provide you with a basic understanding of how the U.S. tax system works. Write down any questions you have and bring them to your appointment to discuss with a tax specialist.

**Select** the image to begin.



#### Course 2: Form W-4 Overview

This course will provide you with a basic understanding of Form W-4. A tax specialist will provide you with guidance on how to complete the form, specific to your personal circumstances, during your appointment.

**Select** the image to begin.



### 3. Prepare to discuss your history of U.S. presence.

To determine your U.S. tax residency status, please bring the following details to your appointment:

Dates of previous U.S. visits in any status other than business (B-1, VWB) or tourism (B-2, VWT).

Specific dates of U.S. presence in ALL statuses, including business and tourist status for the current and previous two calendar years.

## If You Haven't Yet...

**Apply for your Social Security Number (SSN):** Contact your Campus International Student and Scholar Services (ISSS) office.

**Complete Form I-9:** Contact your Hiring Department or Campus Human Resources (HR) office.



Contact the International Tax Office @ [intltax@cu.edu](mailto:intltax@cu.edu). *The International Tax Office responds to emails within 2-3 business days.*