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International employees and students: Verify your records and complete tasks before year-end [1]

October 27, 2025 by ES and UIS Communications [2]

As the year draws to a close, the International Tax Office [3] is preparing to generate required 2025 tax reporting forms and review 2026 tax requirements for international employees and students. This includes assessing tax residency and treaty eligibility for the upcoming year.

International employees and students should log in to Sprintax Calculus [4] and verify that their information is current. In addition, confirm that you've provided consent to receive Form 1042-S electronically if you prefer faster digital delivery.

Some examples of important updates to report in Sprintax: Changes to your mailing address, passport number, program expiration date or immigration status or additions of a newly obtained Social Security Number. If you have a change to report and find that your 2025 Sprintax record is locked, please reach out to intltax@cu.edu [5] to re-open your record and allow your updates.

Throughout the year, CU International Tax will send system-generated messages from cuintltax-noreply@sprintax.com [6] prompting users to:

- Activate their Sprintax profile (an activation link will be included in the email).
- Complete active but incomplete profiles.
- Upload updated immigration documents when your status changes or is extended.
- E-sign new tax forms to reflect residency status changes or to maintain treaty benefits.

International employee and student tasks

Respond promptly to Sprintax email requests

- Watch for email communications from CU International Tax (cuintltax-noreply@sprintax.com [6]) requesting you review your Sprintax Calculus profile.
- Respond to these requests as soon as possible. It is crucial to complete the requested updates before the end of the tax year.

Verify personal data for tax season

- **International employees:** Ensure your name and Social Security number in the CU employee portal [7] and in Sprintax Calculus [8] is correct and matches the number on your Social Security card.
- **International employees and students:** Keep your mailing address updated in your CU employee [7] or student portal.

Questions? Reach out to the International Tax Office

The International Tax Office [3] is dedicated to assisting with navigation of the U.S. tax system.

If you have a question regarding Sprintax Calculus, your specific case and/or circumstances, please attend the International Tax Office's virtual office hours [3] or email intltax@cu.edu [6].

Sprintax [9], international tax [10], international employee [11], international student [12]

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