The University of Colorado welcomes international students, faculty, researchers and staff from around the globe each year. The International Tax Office [3] is proud to serve CU’s international community and provides a vital touchpoint for international visitors navigating U.S. tax obligations.

Supervisors and HR offices are asked to encourage their incoming international employees and students who receive compensation to schedule [4] their new employee appointment with the International Tax Office at their earliest convenience in order to minimize the potential for unnecessary tax withholding and adjustments. More information about this and other responsibilities can be found in the International Tax New Hire Guide [5].

During this meeting, a specialist will determine the individual's tax residency status, explain applicable tax rules, review potential tax treaty benefits, clarify their personal tax filing requirements and help them complete Form W-4, if necessary.

These appointments will continue to be virtual, providing flexibility to continue to best meet the needs of CU’s international community.

There are a few tips to keep in mind as supervisors and HR staff work to remind international employees and stipend recipients of this crucial requirement:

- Employees should schedule a meeting [6] as soon as possible. If they wait too long, they may have to book their appointment several weeks out.
- Although the meetings are virtual, international employees and students should schedule their appointment [5] for a date after they have entered the U.S. There are documents (namely, the I-94) they will need that will only be provided once they enter the country.
- Any international employee or student who receives a stipend (3200 job code series) must also meet with the International Tax Office. You can learn more about stipends and scholarships in the International Tax Guide for Stipend Recipients [7].
- It is not necessary that the individual have a Social Security number to schedule their appointment.
- Any department hiring someone who will perform any work outside the U.S. should
establish that hire through Global PEO Services [8] rather than HCM. This will ensure the university complies with labor and tax laws in the country where work will be conducted.

- Hiring managers must verify international employees’ U.S. employment eligibility by contacting those who manage the Form I-9 processing on each campus [9].

To ensure they are prepared for their appointments, international employees should:

- Have digital copies of their passport bio page and visa, I-94 and immigration documents available.
- Be prepared to review their entire history of presence in the United States, including previous visits in different immigration statuses.

For more information, visit the Employee Services International Tax webpage [3].

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

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