

Are you new to CU as an international employee? Book your required appointment with an International Tax Specialist ^[1]

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Employee Services' International Tax Office strives to be a valuable touchpoint for international employees throughout their CU careers – and it all begins with an International Tax Appointment for new employees.

The University of Colorado requires all new international employees (students, staff, faculty members and researchers) to meet with an International Tax Specialist to determine and document their U.S. tax status.

Prepare for your appointment

During your appointment, a specialist will identify your tax status, explain the tax rules that apply to you, clarify your personal tax filing requirements and help you complete related tax forms.?

To prepare for your appointment, you should:

- Bring your passport, I-94 and immigration documents (I-20, DS-2019, H1B approval, etc.). A Social Security number is not required for the appointment, but if one has been issued, it should be brought to the appointment.
- Plan to review your entire history of presence in the United States, including previous visits in different immigration statuses.

You should leave the appointment with an understanding of your U.S. tax residency status and personal responsibilities as a U.S. taxpayer.

Schedule your appointment

It's best to schedule an appointment as soon as you are hired at CU and ideally before you receive your first paycheck. However, appointments fill fast, and it may take two to four weeks before an appointment time is available.

If you can't schedule an appointment before receiving your first paycheck, don't worry. Delayed appointment availability will not affect your ability to begin working or negatively affect your pay. (Employee Services will retroactively adjust your pay, when necessary, to ensure it is taxed correctly.)

For more information, visit the [Employee Services' international employee webpage](#) [3].

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