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

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The International Tax Office in Employee Services strives to be a valuable touchpoint for international employees throughout their CU careers – and that 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. During the meeting, a specialist will identify the international employee’s U.S. tax status and help to clarify their personal tax filing requirements.

Prepare for your appointment

During the appointment, specialists will explain the tax rules that apply to you 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 also 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 to avoid errors in your pay. However, these appointments fill fast, and it can take between two to four weeks before they become 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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