Employee Services' International Tax Office is 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 and stipend recipients (students, staff, faculty members and researchers) to meet with an International Tax specialist to document their U.S. tax status.

**A meeting with the International Tax office is mandatory for all new international employees and international students who receive a stipend.**

During this meeting, a specialist will determine your tax status, explain tax rules that apply to you, identify tax treaty benefits for which you may be eligible, clarify your personal tax filing requirements and help you complete required tax forms, including form W-4.

**Schedule your virtual appointment**

Meetings will be conducted virtually using teleconferencing software however international employees and students must wait until they have arrived in the U.S. before attending this meeting. Some of the documentation needed for this meeting will only be issued at the U.S. port of entry.

It's best to schedule your appointment as soon as you are hired at CU and, ideally, prior to receipt of your first paycheck. However, appointments fill fast, and it may be four or more weeks before an appointment time is available.

If you are unable to meet with the tax office before you receive 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).

The tax office does request that new employee appointments are completed within the same
calendar year as the date of hire to reduce the need for retroactive corrections to year-end tax reporting documents.

**To prepare for your appointment, you should:**

- Be ready to submit scanned copies of key documents to the International Tax Office prior to your scheduled appointment. Instructions will be included in your appointment confirmation, and necessary documents include:
  - Passport
  - Form I-94
  - 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 available during 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.

**There’s more…**

The International Tax Office has resources for our international staff and students beyond the initial meeting. The office provides guides for resident and non-resident aliens, access to tax prep software and links to key IRS forms. For more information, visit the Employee Services’ International employee webpage [3].

Schedule a meeting [4]

international tax [5], international employees [6], international student [7], w-4 [8]

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