

New international employees must meet with an International Tax Specialist ^[1]

August 7, 2017 by [Employee Services](#) ^[2]

All new CU international employees (including students, staff, faculty members and researchers) must meet with one of Employee Services' international tax specialists to determine and document their U.S. tax status.

Prepare for your appointment with this Q&A:

Question	Answer
Why am I required to have an International Tax Appointment? What is the purpose of the appointment?	To comply with federal tax regulations, the university requires that international employees meet with an International Tax Specialist to determine and document their U.S. tax status. During your appointment, we will explain the U.S. payroll tax rules that apply to you and help you complete related tax forms. You should leave the appointment with a good understanding of your U.S. tax residency status and personal responsibilities as a U.S. taxpayer.
What should I bring to my appointment?	Please bring your passport, I-94 and immigration document (I-20, DS-2019, H1B approval, etc.) to our scheduled appointment. Be ready to discuss your entire history of presence in the United States, including previous visits in different immigration statuses.
How do I make an appointment?	A Social Security number is helpful but not required for your new employee appointment. Schedule an appointment through the online scheduling system ^[3] .

Question	Answer
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When should I schedule my 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, these appointments fill fast, so there may be a wait during busy times of the semester. Employees Services can retroactively adjust your pay to correct withholding errors that may result from a delayed appointment.

If you begin working in the fall, please ensure you've completed your appointment before the end of the calendar year to avoid complicating your personal tax filing process.

How can I contact an International Tax Specialist?

Reach us by email at IntlTax@cu.edu [4]

For more information on tax appointments, [click here](#) [5].

[Schedule an appointment](#) [3]

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