

New to the U.S.? International employees and stipend recipients must schedule a meeting with the International Tax Office ^[1]



August 8, 2023 by [Employee Services](#) ^[2]

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.

Incoming international employees and students who receive payments through CU payroll are required to [schedule a new employee appointment](#) ^[4] with the International Tax Office at their earliest convenience in order to minimize the potential for unnecessary tax withholding and adjustments.

A prompt meeting with the tax office will help minimize the potential for unnecessary tax withholding errors and later 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 your tax residency status, explain applicable tax rules, review potential tax treaty benefits, clarify your personal tax filing requirements and help you complete Form W-4, if necessary.

These appointments are held over Zoom video conference, providing flexibility to continue to best meet the needs of CU's international community.

There are a few tips to keep in mind about this crucial requirement:

- [Schedule a meeting](#) ^[6] as soon as possible. Appointment availability may be reduced by staff constraints through the summer, but new appointment openings will be made available in the weeks ahead. You are encouraged to schedule an appointment as soon as possible, but also to check back on the scheduling link to see if earlier appointment spots have opened.
- Although the meetings are virtual, you should [schedule your appointment](#) ^[6] for a date **after you have entered the U.S.** There are documents (namely, the I-94) you will need that will only be provided once you enter the country.

- If you receive a stipend you must 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 you have a Social Security number to schedule your appointment.

To ensure you are prepared for your appointment, international employees should:

- Have digital copies of your passport bio page and visa, I-94 and immigration documents available.
- Prepare details (dates, flight numbers, etc.) to review your 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 employees](#) [8], [international student](#) [9], [international tax](#) [10], [tax appointment](#) [11]

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