

## **Orientation Course** <sup>[1]</sup>

Every year, we're proud to welcome international faculty, students and staff from around the globe. Start here to learn about resources available to you.

Welcome to the University of Colorado! We know you have a lot to get familiar with in your new position. This page will walk you through the important steps to take as well as the resources available to you through your campus and the CU System Administration.

### **Step 1: Watch the New Hire Orientation Course**

This course is designed by the International Tax Office to highlight important payroll tasks you need to complete as a new international employee of CU.



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EMPLOYEE SERVICES

## Notes

### International tax new hire session

Welcome to the University of Colorado! CU's workforce is working to shape the future of communities, Colorado and the nation. Employee Services strives to make that workforce stronger, healthier and more secure.

This session is for all New CU international employees working inside the U.S., including faculty, researchers and student employees arriving at the University of Colorado.

All the information in this session can be downloaded via the accessible pdf located in the Resource tab on the upper righthand side of the screen.

## International Tax New



**\*Accessibility: CLIC**  
**of slide**



[2]

[Watch now](#) [2]

## Step 2: Schedule your initial appointment with the International Tax Office

The International Tax Office exists to help international employees and students make sense of their U.S. tax obligations.

**A meeting with the International Tax office is mandatory for all new international employees and international students who receive a stipend through the university's payroll system.**

After your initial mandatory meeting, we strongly encourage you to maintain an ongoing communication with the International Tax Office. While the staff cannot provide personal tax advice, we do provide valuable information on available tax treaties, recommendations of where to look for reliable help, resources to help you file your U.S. taxes and more.

Additionally, please notify the International Tax Office whenever your immigration status is extended or changed, as these changes may impact your tax residency status and required withholding.

## Step 3: Get familiar with key documents

The university will send you key documents throughout the year, which you will use to file your U.S. taxes. Additionally, you'll need to know which forms to file with the U.S. Internal Revenue Service (IRS) and deadlines to file them.

The documents you receive and the documents you file will depend on your tax residency status. Many of you are likely new to the U.S. and considered nonresident alien taxpayers. However, some of you may be new to CU but not to the U.S. and may be considered resident alien taxpayers. Your initial meeting with the International tax Office (outlined in Step 2) will help you determine and understand your status.

You can find information specific to your U.S. tax residency status on the [Nonresident Alien Basics webpage](#) [3] or the [Resident Aliens Basics webpage](#) [4].

In addition, you can find an overview of the documents you can expect to receive, the forms you will need to file and the deadlines to file them on the [Tax Documents and Deadlines for Nonresident Aliens webpage](#) [5] or the [Tax Documents and Deadlines for Resident Aliens page](#)

[6].

## Step 4: Organize and maintain your records

Tax filing is complicated and can be stressful — even for U.S. citizens. As an international worker, organizing your important documents and keeping records throughout the year is

crucial. It will help greatly when you need to file taxes or update your residency status.

Make sure to keep digital or paper copies of:

- All the key documents you discussed with the International Tax Office (outlined in Step 2)
- All the documents you received from the university and forms you filed with the IRS (outlined in Step 3), and
- Any applications or declarations you filled out as part of your entry into the United States.

Additionally, it's helpful to keep a document or spreadsheet detailing every trip you make (and have made) into or out of the United States with dates and immigration status of the entry. This will allow you provide a detailed account of your presence within the United States without having to rely on memory alone or scrambling to find every ticket and boarding pass from the previous year. Downloading your travel history from the Department of Homeland Security's I-94 <sup>[7]</sup> website can help you get started.

## Step 5: Reach out to the International Tax Office for help

The International Tax office is always here to provide information, look for solutions to problems and answer unique questions. Don't hesitate to contact us anytime you encounter a problem or have a question at [intltax@cu.edu](mailto:intltax@cu.edu) <sup>[8]</sup>.

### Groups audience:

Employee Services

### Right Sidebar:

ES: International Tax Contact NEW

ES: Payroll Contact

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**Source URL:** <https://www.cu.edu/employee-services/international-tax/international-employees/orientation-course>

### Links

[1] <https://www.cu.edu/employee-services/international-tax/international-employees/orientation-course>

[2] [https://www.cusys.edu/plans/2022/international-tax\\_new-hire/presentation\\_html5.html](https://www.cusys.edu/plans/2022/international-tax_new-hire/presentation_html5.html)

[3] <https://www.cu.edu/employee-services/nonresident-alien> [4] <https://www.cu.edu/employee-services/international-tax/international-employees/resident-aliens>

[5] <https://www.cu.edu/employee-services/international-tax/international-employees/nonresident-alien-basics/tax-documents>

[6] <https://www.cu.edu/employee-services/international-tax/international-employees/resident-alien-basics/tax-documents> [7] <https://i94.cbp.dhs.gov/I94/#/home> [8] <mailto:intltax@cu.edu>