



Foreign National Tax Compliance Process

All foreign nationals (non-U.S. citizens and non-permanent resident aliens) are required to complete the tax compliance process before receiving any payments from UT Dallas. The tax compliance process helps UT Dallas determine foreign nationals' tax residency status, tax withholding rate, eligibility for tax treaty benefits/FICA exemption, and generates necessary tax forms.

❖ **Foreign National Basic Information:**

Name:	First:	Middle:	Last:
UTD ID:		NetID:	
Date of Birth: <i>(mm/dd/yyyy)</i>		Country of Citizenship:	
Current Immigration Status in the U.S.:		Email Address: <i>(UTD email preferred)</i>	
Department Contact's Name:		Department Contact's Email:	
Relationship with UT Dallas: <i>(Check all applicable boxes)</i>			
<input type="checkbox"/> Student Worker	<input type="checkbox"/> Teaching/Research/Graduate Assistant	<input type="checkbox"/> J-1 Scholar/Researcher/Teacher	<input type="checkbox"/> Faculty/Staff/Classified Temporary
<input type="checkbox"/> Scholarship/Fellowship Recipient	<input type="checkbox"/> Travel Grant Recipient	<input type="checkbox"/> Guest Speaker (Honorarium)	<input type="checkbox"/> Consultant/Independent Contractor
		<input type="checkbox"/> Other Employee: _____	<input type="checkbox"/> Other Nonemployee: _____

❖ **Required document copies for tax compliance process:**

- U.S. visa(s) and U.S. port of entry stamp(s) in passport.
 - All F, J, M, Q visa(s) and stamp(s).
 - All other visa(s) and stamp(s) used/obtained within past three calendar years.
- The **latest** Form I-20/DS-2019 from **each** school/program/degree attended in the U.S.
- Form I-94 *(can be printed from "Get Most Recent I-94" at i94.cbp.dhs.gov).*
- U.S. travel history *(can be printed from "View Travel History" at i94.cbp.dhs.gov).*

❖ **Please submit this form and required document copies to the Tax Compliance Office.**

- Email: taxcompliance@utdallas.edu
- In person: SSB 2.300, Bursar Office

You will be notified via email if required to complete the GLACIER online nonresident alien tax compliance system - you will receive an email from support@online-tax.net with GLACIER login instruction. Steps to follow: 1) Log into GLACIER and complete your Individual Record. 2) Print, review, and sign all required tax documents created by GLACIER. 3) Submit all signed GLACIER tax documents to the Tax Compliance Office.

Tax Compliance Office Use Only	
Received Date: _____	Process: <input type="checkbox"/> GLACIER <input type="checkbox"/> Simplified
Tax Updated Date: _____	Scanned Date: _____