

Completing Your Glacier Record as an F-1 Student

Once you obtain a job and apply for your Social Security Number, there is one additional step involved in getting on payroll. You will receive an email from the Office of Global Education with a link to the Glacier site (Artic International). From there, you will need to create an account and answer a number of questions about your background and time spent in the United States. This information is used to determine the dates of your work eligibility, whether you are a resident or nonresident alien for tax purposes, and whether a tax treaty applies to you. This information is then used to ensure that Goucher has the necessary documentation related to your employment and that they are properly withholding from each paycheck for tax purposes.

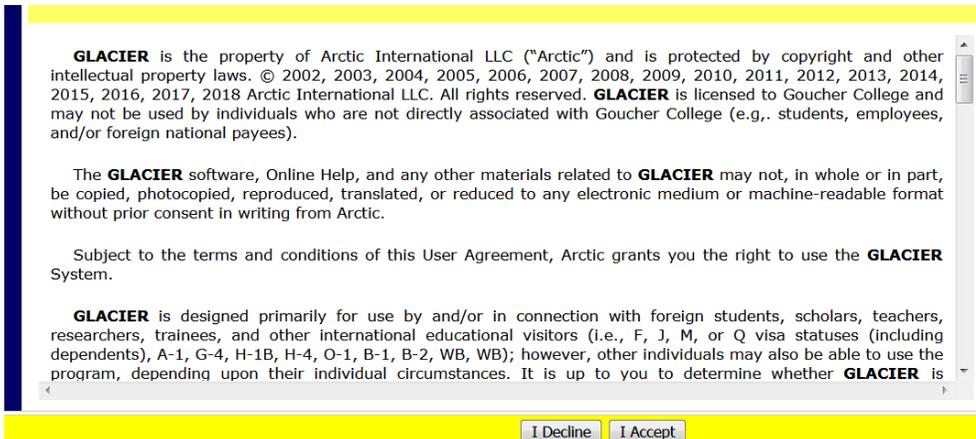
This handout was created to help you understand how to complete your record in the Glacier system.

On the login screen, click the **Login Now** link or the system logo. On the login screen, enter the temporary UserID and Password that was provided in the e-mail, and then click Submit. On the next screen create a new UserID and Password. Please record this information in case you need to access the system again.

On the next screen, enter your newly created UserID and Password, and then click Submit.

The screenshot shows the GLACIER Nonresident Alien Tax Compliance interface. At the top, there is a yellow header with the text "GLACIER Nonresident Alien Tax Compliance". Below this, there is a dark blue sidebar on the left. The main content area is white and contains the following text: "Update GLACIER Login Information" in red, followed by a dark blue bar. Below that, it says "Individual Record Account Creation Successful!" in red, followed by "Please create your own new UserID and Password for all future logins to GLACIER." in red. Then, "Password fields do not match" in red. Below that, there are two lines of text: "UserID: (Must be 8-30 alphanumeric characters)" and "Password: (Must be 8-20 alphanumeric characters)". Each line has a corresponding input field. Below the password field, there is a "re-enter password" label and another input field.

Read the **User Agreement**, and then click I Accept.



On the Welcome to GLACIER for Goucher College screen, select **Create/update/view my Individual Record**, and then click Next.



On the **Relationship** screen, select the choice that best describes the relationship you have with Goucher. The choices are grouped by category (highlighted by the red boxes in this example screenshot). You can select more than one category, but are limited to only one selection within a category. If more than one applies in a category, select the best choice you believe describes your relationship. When finished, click Next.

Relationship

What is your relationship with Goucher College?

Please check all that apply:

- Employee/Staff
- Faculty
- Graduate Teaching or Research Assistant
- Student Worker

- Student

- Guest Speaker
- Consultant

- Artist/Performer

- Industrial Royalty Recipient
- Copyright Royalty Recipient

- Other

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On the **Income Type** screen, select the payment type(s) that apply, and then click Next.

Note: The income types that display on this page are based on the relationships you selected on the previous screen (image on right may differ from your selections).

Income Type

What type of payment(s) will you receive from Goucher College?

Please check all that apply:

- Compensation/Wages
- Scholarship or Fellowship (Non-Service)
- No Income (I DO NOT currently receive payments from Goucher College)

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On the **Personal Information** screen, complete the fields as follows (when finished, click Next):

Personal Information

Please Enter and/or Verify the Following Information

* Indicates Required Field

First Name/Personal Name *:

Karen

Middle Name:

Last Name/Surname/Family Name *:

Sykes

Email Address:

karen.sykes@goucher.edu

U.S.-Issued Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN)

OR

(Employees and Student Workers)

I do NOT have a U.S.-issued SSN or ITIN; I would like to apply for an SSN

I have applied for an SSN, and I have not yet received the number

(Guest Speakers, Consultants, Non-Service Scholarship/Fellowship and Royalty Recipients)

I do NOT have a U.S.-issued SSN or ITIN; I would like to apply for an ITIN

I have applied for an ITIN, and I have not yet received the number

Foreign Tax Identification Number, if any:

Name

Enter your last/family/surname, first/personal, and middle names. If you do not have a middle name, leave blank; if you have more than one middle name, enter both in the Middle Name field.

E-Mail Address

An e-mail address is required. You should enter an e-mail address where you can receive important information from Goucher College.

Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN)

Enter your U.S.-issued Social Security or Individual Taxpayer Identification Number; if you do not have a U.S.-issued SSN or ITIN, select a radio button on the right to indicate the step you have taken to obtain your SSN or ITIN.

- If you do not have a SSN or ITIN, tax must be withheld from all payments made to you until you receive such a number. In certain cases, Goucher may make payments to you without such a number; however, to do so, you must have taken applicable steps to apply for the number and provide documentation to that fact.
- If you are from Canada, do not enter a social security or taxpayer identification number issued by the Canadian government; ONLY enter numbers issued by the U.S. government.

Foreign Tax Identification Number (if any)

If you have a taxpayer identification number in your country of tax residence, the number must be entered in Foreign Tax Identification Number field. If you are eligible to claim an income tax treaty, your foreign tax identification number will be shared with the tax treaty country to ensure that you are eligible to claim the benefits of the tax treaty. If you do not have such a number, leave blank.

On the **U.S. Address** screen, enter your mailing address in the U.S.; if you do not live in the U.S., check the box. When finished, click Next.

U.S. Address

Please enter your U.S. mailing address and telephone numbers

Street Address 1:

1021 Dulaney Valley Road

Street Address 2:

City:

Baltimore

State:

Maryland

Zip/Postal Code:

(xxxxx or xxxxx-xxxx)

21204

Home Phone Number:

(xxx-xxx-xxxx)

Work/Department Phone Number:

(xxx-xxx-xxxx)

410-337-6270

I DO NOT currently live in the U.S. / I DO NOT have a U.S. mailing address

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On the **Permanent Foreign Address** screen, enter your permanent foreign address. When finished, click Next.

Permanent Foreign Address

Please enter your permanent foreign mailing address:

* Indicates Required Field

Street Address 1*:

(Do Not enter a P.O. Box number)

Street Address 2:

(Do Not enter a P.O. Box number)

City*:

Postal Code:

Country*:

Please Select

Province:

(Canada Only)

Enter your Permanent Foreign Address. All individuals present in the U.S. under a nonimmigrant immigration status (e.g., F, J, M, Q, H-1B, TN, B, A, G) MUST include an address OUTSIDE the U.S. for which they consider to be their Permanent Foreign Address. You may wish to use the address of a parent or relative, if applicable. If you are a Permanent Resident Alien from China, please include your last known address in China.

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On the **Country of Citizenship / Tax Residence** screen, select your country of citizenship. If you are a citizen of two countries, please select the country under whose documents you entered the U.S. Next, select your country of tax residence. Although you may pay tax in the U.S., unless you are a resident alien or permanent resident alien, your country of tax residence is the country to which you owe tax on your "worldwide" income. Typically, this is the same as your country of permanent residence; however, if you have lived in a country other than your country of permanent residence immediately before coming to the U.S. to study/work, you may have established tax residency in that country. When finished, click Next.

Country of Citizenship / Tax Residence

Please select the appropriate country:

Country of Citizenship:

Please Select

If you are a citizen of two countries, please select the country under whose documents you entered the U.S. If you are a dual citizen of the U.S. and another country, for U.S. tax purposes, you are treated as a citizen of the U.S. Please contact the Institution Administrator as soon as possible.

Country of Tax Residence:

Please Select

Although you may pay tax in the U.S., your Country of Tax Residence CANNOT be the U.S. Your Country of Tax Residence is generally the country to which you owe tax on your "worldwide" income. Typically, your Country of Tax Residence is the same as your Country of Permanent Residence; however, if you have lived in a country other than your Country of Permanent Residence immediately before coming to the U.S. to study/work, you may have established Tax Residency in that country.

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On the **Immigration Status** screen, select Goucher College. Next, select your current immigration status from the list. If you entered the U.S. under a different immigration status, you will be able to indicate the original status on a subsequent screen.

Immigration Status

What is the sponsoring institution?

Please indicate the Institution that sponsored (or will sponsor) your current U.S. immigration status (as indicated on your official immigration documentation).

- Goucher College
- Other Institution
- No Sponsoring Institution Required (e.g., B-1, B-2, WB, WT, etc)

What is your current U.S. immigration status?

Please indicate your current U.S. immigration status. If you have not yet arrived in the U.S., indicate your anticipated immigration status; if you have already returned to your home country, indicate the immigration status on which you were last present in the U.S.

Current Immigration Status

F-1 Student or OPT or CPT

*If you are in J status, select the primary purpose as indicated in Section 4 of Form DS-2019.
If you are from Canada and do NOT have a visa or Form I-94, select "B-1 Visitor".
If your immigration status is not listed, select "Other Immigration Status or Purpose".*

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On the **Time Spent in the U.S.** screen, enter your original date of entry to the U.S. for purposes of this visit. The **original date of entry** to the U.S. on your current immigration status is the first date that you arrived in the U.S. to begin your studies. This information can be found by viewing your travel history at <https://i94.cbp.dhs.gov/I94/#/home>.

Time Spent in the U.S.

How long will you be in the U.S. during this visit?

Original (or anticipated) Date of Entry to the U.S.:

DD MM YYYY

If you have not yet entered the U.S., indicate your anticipated date of arrival to the U.S.; please note that you may not enter a date more than 30 days in advance. You may enter and leave the U.S. many times during the period of your overall visit to the U.S. (e.g., for vacation, holidays or summer break). The ORIGINAL date of entry to the U.S. on your current immigration status is the FIRST date you arrived in the U.S. to begin your study, teaching, research, other activities, etc. and, regardless of whether you have changed institutions, transferred, received a new visa sticker in your passport, or returned to the U.S. from vacation, holiday or summer break.

Date Permission to stay in the U.S. Expires

DD MM YYYY

Use the date from Form I-20 (If F status), Form DS-2019 (if J status) or Form I-94 (if other status)

Estimated or Actual Date of Final Departure from the U.S.:

DD MM YYYY

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Next, enter the expiration date of your current immigration status in the **"Date Permission to stay in the U.S. Expires"** field. F-1 students must use the date from Form I-20; do not use the date of expiration from your visa in

your passport. Next, enter the estimated date of departure from the U.S. in the “**Estimated or...**” field. Estimate the date of which you currently plan to leave the U.S.

On the **Immigration Status** screen, select the appropriate immigration since you originally entered the U.S.

Immigration Status

Have you changed your immigration status since you arrived in the U.S. for this visit?

My current immigration status is the **SAME** as the immigration status under which I originally entered the U.S. for this visit--I have **NOT** changed my immigration status.

 My current immigration status is **DIFFERENT** than the immigration status under which I originally entered the U.S. for this visit--After entering the U.S. for this visit, I changed my immigration status.

[Online Help](#)

On the **Days Present in the U.S.** screen, indicate the number of days during which you were not present (not in the U.S.) during your current visit. For the second question, select whether you have visited the U.S. prior to your current visit. If yes, then provide the year(s), your visa status during each visit, and total number of days (by calendar year) present in the U.S. When finished, click Next.

Days Present In the U.S.

How long have you been present in the US?

Following is a SUMMARY of the TOTAL NUMBER OF DAYS you may have been present in the U.S. based on your date of arrival. Please complete the boxes below to indicate any days YOU LEFT the U.S. to return to your home country or to visit a third country.

Calendar Year	Immigration Status Held During Each Calendar Year	Estimated Total Number of Days Present in the U.S. During each Calendar Year	LESS Number of Days You Left the U.S. (Enter the number of days you LEFT the U.S. during this visit)
2018	F1-Student	237 Days	Less 37 Days NOT present in U.S.
2017	F1-Student	365 Days	Less 60 Days NOT present in U.S.
2016	F1-Student	366 Days	Less 60 Days NOT present in U.S.

Have you ever been to the U.S. PRIOR to this visit?

This is the **FIRST** time I have ever been to the U.S. (for any reason, under any immigration status).

 I have previously visited the U.S. (information regarding all **PRIOR** visits **MUST** be entered below).

For each CALENDAR YEAR between 1986 and your date of arrival that you were previously present in the U.S., please select the calendar year of each Prior Visit and the corresponding Immigration Status and Total Number of Days associated with each Immigration Status. You **MUST** include ALL Prior Visits to the U.S.

DO NOT include in the boxes below any information about your current visit as shown above

ENTER Calendar Year (the years do not need to be entered in chronological order)	Immigration Status Held During Each Calendar Year (if you held more than one Immigration Status during the a Calendar year, enter each Immigration Status separately)	ENTER the Approximate Total Number of Days Present in the US During each Calendar Year
Please Select	Please Select	Days
Please Select	Please Select	Days

On the **Tax Residency Status Summary** screen, confirm the appropriate total number of days present in the U.S. is accurate. If this number is incorrect, click Back to correct previous entry. Click Next to continue.

Tax Residency Status Summary

How long have you been present in the U.S.?

Following is a SUMMARY of the TOTAL Number of Days you have indicated you were present in the U.S. Please ensure that the information below is correct. If you need to add additional Prior Visits and/or subtract days that you left the U.S., click on <BACK to re-enter or update the information.

Calendar Year	Immigration Status Held During Each Calendar Year	Approximate Total Number of Days Present in the U.S. During each Calendar Year
2018	F1 Student	200
2017	F1 Student	305
2016	F1 Student	306

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On the Tax Withholding and Tax Treaty Exemption Review screen, click Next to continue.

On the **Tax Treaty Exemption Verification** screen, select the “Yes” to claim your exemption. If you do not want to claim the exemption, click “No.”

Tax Treaty Exemption Verification

GLACIER has made the following tax treaty exemption determination

Based on the information provided, you do not qualify for an exemption from tax withholding for your [Compensation/Wages](#).

Based on the information provided, you do not qualify for an exemption from tax withholding for your [Scholarship or Fellowship \(Non-Service\)](#).

On the Tax Treaty Exemption Information screen, enter the passport number from the passport you used when you entered the U.S. for your current visit, enter a reason for your visit, and estimate your total earnings that will be paid for the current calendar year.

On the **Tax Summary Report** screen, review your information. If you need to correct your information, click Back and navigate to screen where the original entry was made. If accurate, click Next.

Tax Summary Report

Based on the information provided, GLACIER has made the following determination

Name: = Sykes, Karen
Tax Residency Status: = Nonresident Alien for U.S. Tax Purposes
Tax Residency Status Change Date: = July 3, 2021 to Resident Alien
Tax Residency Status Start Date: = January 1, 2021 to Resident Alien
Tax Treaty Exemption Status (Compensation): = Taxable
Tax Treaty Time Limit (Compensation): = Not Applicable
Tax Treaty Exemption Period (Compensation): = Not Applicable
Tax Treaty Dollar Limit (Compensation): = Not Applicable
Applicable Tax Withholding Rate
(If Tax Treaty Not Applicable or Forms Not Submitted)
(Compensation): = Single, 1(Monthly)
Tax Treaty Exemption Status (Non-Service Scholarship
or Fellowship): = Taxable
Tax Treaty Time Limit (Non-Service Scholarship or
Fellowship): = Not Applicable
Tax Treaty Exemption Period (Non-Service Scholarship
or Fellowship): = Not Applicable
Tax Treaty Dollar Limit (Non-Service Scholarship or
Fellowship): = Not Applicable
Applicable Tax Withholding Rate
(If Tax Treaty Not Applicable or Forms Not Submitted
(Non-Service Scholarship or Fellowship): = 14 Percent
FICA Tax Status: = Exempt
FICA Tax Start Date: = January 1, 2021
Forms Required: = Tax Summary Report
Form W-4
State Tax Form
Document Copies Required: = I-94 / I-94W Card
Visa Sticker/Stamp (in passport)
Form I-20

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On the **View and Print Forms** screen, click the Print Form button to download your documents. Next open and print the documents. When finished, click Next.

View and Print Forms

GLACIER has generated the following Tax Summary Report and Forms

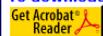
Please review each form to ensure that the information is accurate and spelled correctly.

Click on <Print Forms> to view and print each form. Adobe Acrobat Reader is required (see below).

AFTER VIEWING THE FORMS IN ADOBE ACROBAT READER, YOU MUST CLOSE THE WINDOW SHOWING THE FORMS--DO NOT CLOSE YOUR INTERNET CONNECTION.

Tax Summary Report
Form W-4
State Tax Form
Tax Information

To download Adobe Acrobat Reader, simply click the yellow icon and follow the installation instructions.



Trouble Printing Forms / Forms Come Up Blank?

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On the **Finishing and Saving Your Individual Record** screen, do the following:

- Review, sign and date each of the required forms.
- Make a copy of the signed forms, retain copies for your records.
- Take your original documents and signed forms to Human Resources so that they can complete the I-9 process and clear you as a student employee.
- Human Resources will pass your file, including copies of your required documents (e.g., I-94, visa and Form I-20) and tax forms (W-4, Form 8833, etc.) to Payroll within the Controller's Office.
- Please submit all required forms and required documents within 5 days of completing the online Glacier form.
- **VERY IMPORTANT:** when finished, click Next.