Hiring International Students

by

Elizabeth Nicole Morgan, International Student Advisor
Nancy Doan, Financial Analyst
UC Santa Barbara
Office of International Students & Scholars
## Three Kinds of International Students

<table>
<thead>
<tr>
<th>F-1 Students</th>
<th>J-1 Exchange Visitors</th>
<th>Other Statuses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsor is UC Santa Barbara</td>
<td>Sponsor may be UC Santa Barbara, IIE-Fulbright, or others</td>
<td>Sponsor may be any entity</td>
</tr>
<tr>
<td>Employment authorization as per F-1 regulations</td>
<td>Employment authorization as per J-1 regulations</td>
<td>Employment authorization as per relevant regulations</td>
</tr>
</tbody>
</table>
Intent: Immigrant vs. Nonimmigrant

- Nonimmigrant intent
  - Temporary stay
  - Maintain residence abroad
  - Must declare intended purpose

- Immigrant intent
  - Leads to Permanent Residency (green card)
  - May be based on—
    - Family ties
    - Employment
    - National Interest, Asylum, etc.
Primary Purpose

- International visitors must declare ONE primary purpose
  - B1/B-2: Tourist
  - F-1: Student
  - E-2: Investor
  - H-1B: Temporary Worker
  - H-4: Dependent of H-1B
  - J-1: Student or Scholar
  - R1: Religious Worker
  - TN: Trade NAFTA
  - WT: Visa Waiver

- Each primary purpose has its own letter-digit combination.
- Each letter-digit combination has its own set of specific immigration regulations.
What Is A Visa?

- A document authorizing entry into the USA
- Permanently affixed into passport
What Is A Visa?

- A visa can only be used to enter the USA

- A visa has no significance once owner is inside the USA

- A visa is NOT authorization to—
  - Be in the USA
  - Study in the USA
  - Work in the USA

- For employment purposes and documentation – it’s OK if the visa is expired!
What Is I-94 Status?

- Authorization for an international visitor to be in the USA
- Documented by “I-94 card” stapled into passport or form printed from CBP website.
- Also known as—
  - Immigration status
  - Entry status
- Can exist ONLY in the USA
- I-94 status cannot be used to reenter the USA
- International visitor must comply with special regulations
- Although employment authorization can be inherent to I-94 status, it remains a separate concept
What Is “Duration Of Status”?  

- If I-94 form has a specific end date, that is when status expires.

- If I-94 card is marked “D/S” or “Duration of Status,” other documents are needed to determine “projected” status expiration date.
What Is “Duration Of Status”?

For F-1 Students

- SEVIS ID
- Student Legal Name
- Class of Admission
- Program Start/End Date
What Is “Duration Of Status”?  

- For J-1 Students
- DS-2019, Item #3, second date
What Is Employment Authorization?

• Legal authorization to work in the US

• Issued by various sources, as needed:
  - For F-1 students: US Citizenship and Immigration Services (USCIS)
  - For J-1 students: US Department of State registered Responsible Officers (ARO’s at OISS)

• Employers must document it BEFORE hiring internationals

• NOT related to having a Social Security Number or tax filing status

• ALWAYS has an end date & often other conditions as well
Defining “On-Campus Employment”

- Work on the school premises, employed by the I-20 issuing institution (job at library, department)
- Work on the school premises, employed by on-campus commercial firms (job at Wahoo’s in UCen)
- Work done on off-campus locations, but treated as on-campus
  - Educational affiliation (association with the established curriculum or related to contractually funded research projects at the post-grad level)
  - Shared facilities
  - Funding and supervision from UCSB Faculty

- If you are unclear if a job would be considered “on-campus” employment, please check with an International Student Advisor.
More details about Work Authorization

- **If student is currently enrolled:**
  - Must be registered full-time
    - 8 (Grad)/12 (UG) units FA, WI, SP
  - UCSB F-1 students: no authorization required for on-campus
  - If Other Institution F-1 students: Approved CPT or OPT
  - J-1 students: Official Letter from Responsible Officer (OISS)

- **If student has completed their program of study:**
  - No longer registered
  - F-1 students: Approved Optional Practical Training (OPT)
  - J-1 Students: Approved Academic Training (AT)
More Details About Work Authorization

How early can an international student start work?
- Up to 30 days before classes start for new students (enter US with initial UCSB I-20)
- After issuance of UCSB I-20 or DS-2019 for New Transfer students (transfer from another US institution)

How many hours can a (currently enrolled) student work?
- Up to 20 hours per week during classes (& exams)
  - No more than 20 hours total for both on-campus and off-campus work
  - No limits during summer, winter, and spring break

When does the student need to stop work?
- Must stop working at end of program of studies or end of authorized work authorization
- Use graduation/filing date or end date on I-20/DS-2019, whichever is SOONER
More Details About Work Authorization

- Things to check for:
  - Student MUST be registered full-time at UCSB (unless participating in post-completion OPT or AT)
  - Passport should be current (not expired)
  - I-94 notation should read F-1 (or J-1), D/S
  - End date on I-20 or DS-2019 should be current through duration of employment
  - Program of study on I-20 (or DS-2019) should match STAR info
  - Employment Authorization Letter (J-1s) includes beginning & end date
  - EAD card should be current through expected employment period
F-1 Students: On-Campus Employment Verification Form

- Only required for SSN application
- If student already has an SSN, no need to complete form, as authorization is inherent to F-1 status
J-1 Students: Request for Authorization/Authorization Letter

UNIVERSITY OF CALIFORNIA, SANTA BARBARA

Office of International Students & Scholars
Santa Barbara, California 93106-7150

Telephone: (805) 893-2029 Fax: (805) 893-7132
E-mail: iss@sbsc.edu Website: http://www.iss.ucsb.edu

August 15, 2014

To Whom It May Concern:

[Name] is a participant in the University of California, Santa Barbara’s (UCSB) Exchange Visitor Program (Number: P-1-03332).

Pursuant to current J-1 regulations at 22 C.F.R. at 62.23(g)(2), [Name] is authorized to accept on-campus employment as part of his exchange program at UC Santa Barbara (Employer Identification Number: 95606145).

The authorization is granted from September 3, 2014 through October 10, 2014. The number of hours worked should not exceed 20 hours a week when school is in session. The student may be employed full-time during school holidays. The student has agreed that this employment will not interfere with his carrying a full course of study during this period.

If I can provide any further information, please free to contact me at (805) 893-2929.

Sincerely,

[Signature]

Layla San Jose
International Student Advisor
Alternate Responsible Officer/Designated School Official
Office of International Students and Scholars
University of California, Santa Barbara
 Approval for CPT is given on a quarter-by-quarter basis.

Approval is employer-specific so make sure your company’s information is correctly reflected on page 3 of the I-20.
OPT Approval: EAD Card

- Approved for 12 months initially
- Can be extended for an additional 17 months for STEM (Science, Technology, Engineering, and Mathematics) majors
UNIVERSITY OF CALIFORNIA, SANTA BARBARA

December 12, 2013

TO WHOM IT MAY CONCERN

[NAME] is a participant of the University of California, Santa Barbara (UCSB) Exchange Visitor Program (Number: P-1-03332). She has been an exchange student at this university pursuing studies in Psychology. [NAME] is authorized to engage in employment as Academic Training related to her studies at:
Radio Korea
3700 Wilshire Blvd. Suite 600
Los Angeles, CA 90010.

The Academic Training period will be from:
January 6, 2014 to July 6, 2014.

While on Academic Training exchange visitors are required to maintain adequate health insurance coverage for themselves and their dependents.

Please contact me if you need any further information.

Sincerely,

[Signature]
Ambi Harsha
Immigration Analyst
International Students and Scholars
Sample form DS-2019 showing approval

<table>
<thead>
<tr>
<th>KS</th>
<th>SOUTH KOREA</th>
<th>215 UNIVERSITY UNDERGRADUATE STUDENTS</th>
</tr>
</thead>
</table>
| Primary Site of Activity: UCSB  
University of California at Santa Barbara  
Santa Barbara, CA 93106 |

**1. Program Sponsor:** University of California, Santa Barbara  
**Program Number:** P-1-03332

**Participating Program Official Description:**  
PROFESSOR; RESEARCH SCHOLAR; SHORT-TERM SCHOLAR; SPECIALIST; STUDENT ASSOCIATE; STUDENT BACHELORS; STUDENT DOCTORATE; STUDENT INTERNS; STUDENT MASTERS; STUDENT NON-DEGREE

**Purpose of this form:** Amend a previous form, Update Subject/Field

**3. Form Covers Period:**  
From (mm-dd-yyyy): 01-07-2013  
To (mm-dd-yyyy): 07-06-2014

**4. Exchange Visitor Category:**  
STUDENT NON-DEGREE

**5. Subject/Field Code:** 42.0101  
**Subject/Field Code Remarks:** Pursuing academic training in Psychology at Radio Korea from 01/06/2014 to 07/06/2014

**5. During the period covered by this form, the total estimated financial support (in U.S.$) is to be provided to the exchange visitor by:**  
**BAP:** $36,473.00  
**Personal Funds:** $20,000.00  
**Total:** $56,473.00

**6. U.S. DEPARTMENT OF STATE/DHS USE OR CERTIFICATION BY RESPONSIBLE OFFICER OR ALTERNATE RESPONSIBLE OFFICER THAT A NOTIFICATION COPY OF THIS FORM HAS BEEN PROVIDED TO THE U.S. DEPARTMENT OF STATE (INCLUDE DATE).**

**7. Ambi Harsha**  
Name of Official Preparing Form  
Student Resource Bldg, Rm 3130  
University of California, Santa Barbara  
Santa Barbara, CA 93106

**Alternate Responsible Officer**  
**Name:**  
**Title:**  
**Telephone Number:** 805-893-2929  
**Date (mm-dd-yyyy):** 12-12-2013
Social Security Number

- International students cannot apply for an SSN until they secure employment.
- Must wait up to 10 days after checking in at OISS.
- Can apply up to 30 days prior to employment start date.
- Can begin work while awaiting SSN approval.

http://www.socialsecurity.gov/employer/hiring.htm
Hiring International Students

- Immigration Documents
  - International students do NOT complete State Oath of Allegiance (second section)
- Form I-9 11/14/2016 N
- W-4 NR
  - Nonresident-specific withholding form
- GLACIER
Business and Financial Services holds the official record of the new hire documentation, including the I-9, Oath/Patent, and W-4NR. To protect employee Social Security Numbers that are contained on these forms, the departmental copies of new hire documents should be shredded after the employee receives his or her first paycheck.
International students do NOT complete State Oath of Allegiance (second section)
The address MUST be LOCAL address.

Employers cannot specify which document(s) employees may present from the Lists of Acceptable Documents.

https://www.uscis.gov/i-9

The date can be found on Form I-20 or Form DS-2019.
If the F-1 and J-1 student have an Employment Authorization Document Card.
**Form I-9**

- List A #4

**Employment Authorization Document**

<table>
<thead>
<tr>
<th>List A Identity and Employment Authorization</th>
<th>OR</th>
<th>List B Identity AND</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Document Title</strong>&lt;br&gt;Employment Auth. Document (Form I-766)</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Issuing Authority</strong>&lt;br&gt;U.S. Citizenship and Immigration Services</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Document Number</strong></td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Expiration Date (if any) (mm/dd/yyyy)</strong></td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**UNITED STATES OF AMERICA**

**EMPLOYMENT AUTHORIZATION CARD**

- **Surname**: GAUCHO
- **Given Name**: JOE
- **USCIS#**: 135-954-***
- **Country of Birth**: Malaysia
- **Sex**: M
- **Date of Birth**: AUG 1985
- **Valid From**: 11/01/13
- **Card Expires**: 10/31/14

**Certification**: I attest, under penalties of perjury, that the above-listed document(s) appear to be genuine and to relate to the employee named, and that the best evidence indicates that the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): ___ (See instructions for example).
If the F-1 and J-1 student do not have an Employment Authorization Document Card.

<table>
<thead>
<tr>
<th>LIST A</th>
<th>Documents that Establish Both Identity and Employment Authorization</th>
<th>LIST B</th>
<th>Documents that Establish Identity AND</th>
<th>LIST C</th>
<th>Documents that Establish Employment Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. U.S. Passport or U.S. Passport Card</td>
<td>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
<td>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</td>
<td>3. School ID card with a photograph</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Employment Authorization Document that contains a photograph (Form I-766)</td>
<td>4. Voter's registration card</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-04 or Form I-04A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</td>
<td>5. U.S. Military card or draft record</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</td>
<td>6. Military dependent's ID card</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>7. U.S. Coast Guard Merchant Mariner Card</td>
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<tr>
<td></td>
<td>8. Native American tribal document</td>
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<tr>
<td></td>
<td>9. Driver's license issued by a Canadian government authority</td>
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<tr>
<td></td>
<td>For persons under age 18 who are unable to present a document listed above:</td>
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<tr>
<td></td>
<td>10. School record or report card</td>
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<tr>
<td></td>
<td>11. Clinic, doctor, or hospital record</td>
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</tr>
<tr>
<td></td>
<td>12. Day-care or nursery school record</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Certification of Birth Abroad issued by the Department of State (Form FS-545)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>3. Certification of Report of Birth issued by the Department of State (Form DS-1350)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5. Native American tribal document</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>6. U.S. Citizen ID Card (Form I-197)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>7. Identification Card for Use of Resident Citizen in the United States (Form I-179)</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td></td>
<td>8. Employment authorization document issued by the Department of Homeland Security</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).
# Form I-9

- List A #5
- Example for F-1 Students

## Section 2. Employer or Authorized Representative Review and Verification

Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's arrival. The employer must physically examine one document from List A or a combination of one document from List B and one document from List C of Acceptable Documents.

<table>
<thead>
<tr>
<th>Employee Info from Section 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name (Family Name)</td>
</tr>
<tr>
<td>First Name (Given Name)</td>
</tr>
<tr>
<td>Mar. - C.</td>
</tr>
</tbody>
</table>

## List A

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Document Title</th>
<th>Document Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreign Passport, work-authorized nonimmigrant</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Issuing Authority</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Document Number</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Expiration Date</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

## List B

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Document Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form I-94/I-55A</td>
<td>N/A</td>
</tr>
<tr>
<td>Issuing Authority</td>
<td>U.S. Customs and Border Protection</td>
</tr>
<tr>
<td>Document Number</td>
<td>N/A</td>
</tr>
<tr>
<td>Expiration Date</td>
<td>D/S</td>
</tr>
</tbody>
</table>

## Additional Information

Certification: I attest, under penalty of perjury, that (1) I have examined the documents or other evidence (2) the above-listed document(s) appear to be genuine and to relate to the employee authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy) is _______.
Form I-9

- List A #5
- Example for J-1 Students

Section 2. Employer or Authorized Representative Review and Verification

Admission (I-94) Number Retrieval

Admission (I-94) Record Number: 01234567890
Admit Until Date: D/S

Details provided on Admission (I-94) form:
- Last Name: Gaucho
- First (Given) Name: Joe
- Birth Date: 1991 April 18
- Passport Number: UC1960418
- Passport Country of Issuance: Brazil
- Most Recent Date of Entry: 2013 September 11
- Class of Admission: F-1

Effective April 30, 2013, DHS began automating the admission process. An alien lawfully ad

Certificate of Eligibility for Exchange Visitor (J-1 Status)

Purpose of this form: Amend a previous form; Update Subject/Field

Form Closes Period: 01-07-2013
4. Exchange Visitor Category: STUDENT NON-DEGREE

During the period covered by this form, the total estimated financial support (in U.S. $) is to be provided to the alien at the rate of $6,471.00

Certification: I attest, under penalty of perjury, that (1) I (2) the above-listed document(s) appear to be genuine and employee is authorized to work in the United States.

The employee’s first day of employment (mm/dd/yyyy):
W-4 NR

- Nonresident-specific withholding form
Entering student in PPS

If there’s no SSN, enter “000-00-0000”

You will need to update as soon as the student receives his or her SSN.
Entering student in PPS

- If student doesn’t have SSN, you can enter dummy number; you should then update once the student receives their SSN
- Citizenship codes:
  - C - US. Citizen
  - R - Resident Alien for Tax Purposes
  - N - Nonresident; subject to federal tax withholding
  - A - Nonresident from Canada, Mexico, or S. Korea
  - S - Nonresident student employee from India
  - X - Nonresident living and working outside the US
  - E - Exempt from federal taxes (Payroll Office only)
  - P - Pending permanent resident (Payroll Office Only)

If N, A, or S code, you must complete a GLACIER Nomination Form (http://www.bfs.ucsb.edu/forms/glacier-nomination-form)
Citizenship status and tax withholding are two separate issues, but for all employees who are not U.S. citizens (aliens), the citizenship code may control the tax exemptions and filing status an employee may elect. Employees who are U.S. citizens simply fill out a W-4 form indicating their filing status and exemptions. For employees who are not U.S. citizens, the W-4 is still the basis for completing the Citizenship and Taxes Page. However, aliens are required to follow IRS regulations for Alien employees. The filing status and exemptions are determined by these regulations.

4. Citizenship & Taxes

- This employee is not a US Citizen: 

- What type of Non-Citizen is this employee?
  - N - Non-Resident Alien

Country of Residence: CH - CHINA PEOPLES REPUBLIC OF

- Visa Type:
  - F1 - Student

- Visa/Work Permit End Date: 05/27/19

US Date of Entry: 05/27/19

UC W-8BEN Signature Date: 05/27/19

Federal

- Marital Status
  - Married
  - Single
<table>
<thead>
<tr>
<th>Citizenship</th>
<th>Country of Residence</th>
<th>U.S. Date of Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>CH</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Visa Type</th>
<th>Work Permit End Date</th>
<th>UC W-8BEN Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>F1</td>
<td>09/27/16</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
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<td>_</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Article Number</th>
<th>Retirement System Code</th>
<th>FICA Eligibility Code</th>
<th>Ret FICA Derive</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>N</td>
<td>N</td>
<td>Y</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Federal Tax Marital Status</th>
<th>Allowances</th>
<th>Maximum Withholding</th>
<th>Additional Fed Withholding</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>001</td>
<td>999</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Calif. Tax Marital Status</th>
<th>Allowances</th>
<th>Itemized Deductions</th>
<th>Maximum Withholding</th>
<th>Additional CA Withholding</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>001</td>
<td>000</td>
<td>999</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-UC Health Exp</th>
<th>Non-Resident Alien Tax Form Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>_</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Next Func</th>
<th>ID:</th>
<th>Name:</th>
<th>SSN:</th>
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F: 1-Help  3-PrevMenu  4-Print  5-Update  9-Jump  12-Exit
Citizenship and Taxes: GLACIER

- Federal law requires the University to document and report all payments made to Nonresident Aliens. This includes all information regarding a payee’s foreign status. GLACIER is a secured web-based Non Resident Alien tax compliance system that foreign visitors can use to document their immigration and tax data.

- **GLACIER** helps determine tax residency, withholding rates and income treaty eligibility.

- **GLACIER** helps manage required documentation, maintains a record of disbursements and prepares certain tax forms and required statements.

- **GLACIER** provides the Non-Resident Alien with options that may be available to them under a tax treaty between the U.S. and their country of tax residency

For more information about GLACIER:

- [http://www.bfs.ucsb.edu/payroll/payment-processes/hiring](http://www.bfs.ucsb.edu/payroll/payment-processes/hiring)
Citizenship and Taxes: GLACIER

- Complete the GLACIER Nomination Form and SUBMIT.
- An account is established in GLACIER and an email will be sent to the foreign visitor. The email will include a link and a temporary UserID and Password that will allow access to the GLACIER system.
- GLACIER will prompt questions about immigration status and will identify whether payments will be subject to income tax withholding. Individuals must follow the instructions on where and how to turn them in (Accounting Office).
- Once Accounting has received the signed documents and has determined that the registration process is complete, appropriate taxes can be applied to an individual’s paycheck.
- Foreign visitors are asked to review and update the information on GLACIER on an annual basis and as changes occur in their foreign status.
STATEMENT CONCERNING YOUR EMPLOYMENT IN A UNIVERSITY POSITION NOT COVERED BY SOCIAL SECURITY UCRS 419 (R9/12)

- [Link](http://ucnet.universityofcalifornia.edu/forms/pdf/ucrs-419.pdf)
President’s Work Study (OISS)

- Must receive Work Study Referral form from OISS
  - OISS Contact: Nicole Morgan
- The department payroll/personnel specialist must complete Section 3 of the Work-Study Referral form:
  - Include Dept Code & Distribution number
  - Dist. section, in the WSP enter M if summer and enter P if academic school year.
- Submit the form to the Office of Financial Aid - Work Study Program Office, MC 3180
- Once the referral is processed, Work-study wages will automatically split. DO NOT add a second distribution.
For example:
The student employee has performed 10 hours of work at the rate of $10.00 per hour.

**Gross Wages**

\[ \text{Gross Wages} = \$10.00 \times 10 \text{ hours} = \$100.00 \]

**WSP Program absorbs 60% gross wages**

\[ \text{WSP Program absorbs 60% gross wages} = \$100.00 \times 60\% = \$60.00 \]

**Department responsible for 40% of gross wages**

\[ \text{Department responsible for 40\% of gross wages} = \$100.00 \times 40\% = \$40.00 \]

**Administrative fee is 10% of gross wages**

\[ \text{Administrative fee is 10\% of gross wages} = \$100.00 \times 10\% = \$10.00 \]

**TOTAL COST FOR THE DEPARTMENT**

\[ \text{TOTAL COST FOR THE DEPARTMENT} = \$40.00 + \$10.00 = \$50.00 \]

Hours earned after the limit is reached are charged 100% to department.
Entering student in PPS: President’s Work Study

- **WSP Field (Work Study):**
  - **M:** Summer Employment
  - **P:** Academic Year

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**OFFICE OF INTERNATIONAL**

- **Begin:** 07/01/15
- **End:** 08/30/15
- **Dis %:** 1.0000
- **Rate/Amt:** 10.0000
- **Step/OA:** DOS: REG
- **DUC:** WSP: M
President’s Work Study (OISS)

- The IFNW screen will report total wages earned as of the last payroll cycle.
- If the Work Study limit is not on the IFNW screen, the Office of Financial Aid Scholarship did not receive the Work-study referral.
- Similar to FWS, work study program absorbs 60% of gross wage for on-campus employee while departmental employers are responsible for 40% of the student employee’s gross wage, plus a 10% administrative fee (surcharge).

IFNW screen:
Contact OISS

Phone: (805) 893-2929
Email: oiss@sa.ucsb.edu
Office Hours: Monday through Friday, 10:00 am – 12:00 pm and 1:00 pm – 4:00 pm