GLACIER
What you need to complete!
Log into GLACIER using the User ID and Password sent to you from Support@online-tax.net. You will receive this e-mail once the Payroll Office is notified of your status.
On this screen select:

1) Create/update... if this is your first time.
2) View/print... if no changes needed just printing.
5) Change my .... If you need to change your GLACIER login.
The next two screens are to show relationship and income type. Check all that apply. You can choose more than one.

**Relationship with Individual**
(Select as many categories as applicable, but make only one choice per category)

- [ ] Employee/Staff
- [ ] Faculty/Research Scholar
- [ ] Graduate Assistant
- [ ] Student Worker
- [ ] Student Receiving Scholarship/Fellowship
- [ ] Visiting Scholar Receiving Scholarship/Fellowship
- [ ] Guest Speaker and/or Independent Contractor
- [ ] Artist/Performer
- [ ] Industrial Royalty Recipient
- [ ] Copyright Royalty Recipient
- [ ] Other

**Income Type**
(If applicable, select one choice per category)

- [ ] Compensation/Salary/Wages
- [ ] Scholarship or Fellowship (Non-Service)
- [ ] B1/B2/Visa Honoraria/Guest Speaker Fee
- [ ] J-1 Visa Guest Speaker/Independent Contractor Fee
- [ ] Other Visa - Guest Speaker/Independent Contractor
- [ ] Performance Fees
- [ ] Industrial Royalty
- [ ] Copyright Royalty
- [ ] Prize or Award
- [ ] Other
- [ ] No Payments
Personal information must be entered correctly.

If you have not received your SSN yet, please update this information once you receive it.
Please add your U.S. Address

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address 1:</td>
<td></td>
</tr>
<tr>
<td>Street Address 2:</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
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<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Zip/Postal Code:</td>
<td></td>
</tr>
<tr>
<td>Home Phone Number:</td>
<td></td>
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<tr>
<td>Work/Department Phone Number:</td>
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</tbody>
</table>

I DO NOT currently live in the U.S. / I DO NOT have a U.S. mailing address
Please enter your Permanent Foreign Address so that you can receive your tax documents if you leave the U.S.
Make sure to read all the help in red to insure you have chosen the correct answers.
This is where you will enter your Immigration status. Don’t forget the red wording is there to help you.
Time Spent in the U.S.

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

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

Date Permission to stay in the U.S. Expires:
- [ ] [ ] [ ]

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

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

Use the date from Form I-20 (F or J status), Form DS-2019 (F or J status) or Form I-94 (if other status).
Please read all the instructions this will determine how you are taxed.

### Days Present in the U.S.

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

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.

<table>
<thead>
<tr>
<th>Calendar Year</th>
<th>Immigration Status Held During Each Calendar Year</th>
<th>Estimated Total Number of Days Present in the U.S. During Each Calendar Year</th>
<th>LESS Number of Days You Left the U.S. during this visit</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>J1-Student</td>
<td>308 Days</td>
<td>(Enter the number of days you LEFT the U.S during this visit)</td>
</tr>
</tbody>
</table>

#### 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 1996 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.

### ENTER

<table>
<thead>
<tr>
<th>ENTER Calendar Year (the years do not need to be entered in chronological order)</th>
<th>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)</th>
<th>ENTER the Approximate Total Number of Days Present in the U.S. During each Calendar Year</th>
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</thead>
<tbody>
<tr>
<td>Please Select</td>
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Use the same year per box
You may see this screen if you are eligible for a Tax Treaty. Please enter your expected compensation as requested.

On the next screen if you have a Tax Treaty you will have to choose if you would like to claim the exemption of tax withholding.
Review your answers, Print your forms and follow the instructions on the last page. You will have to complete and return the forms in order to receive the correct tax deductions.