

Information for Non-US citizens

Before you arrive:

VISA INFORMATION FORM and DS-2019 FORMS

Non-US citizens receiving an appointment as a postdoctoral research associate will usually need to obtain a J-1 visa. After your appointment is approved by the Office of the Dean of the Faculty and the Center receives your completed and signed Visa Information Form, the Office of Visa Services, Princeton University, will mail a hard copy of the “DS-2019 Form” entitled, “Certificate of Eligibility for Exchange Visitors (J-1) Status,” with instructions for applying for a J-1 Visa at a U.S. Embassy or Consulate (**“DS-2019” is located on the form at the bottom left corner in small print**). A copy of the official letter of offer from the Office of the Dean of the Faculty may serve as documentation of the financial support from Princeton that is requested on the DS-2019 form.

After you arrive:

New Scholar Check In

Individuals in J-1 status are required by law to check in with the Davis International Center upon arrival in the U.S. to have your visa records validated. Your legal status in the U.S. can be in jeopardy if your visa record is not validated in a timely manner.

Online check-in (J-1 visa holders ONLY)

<http://www.princeton.edu/intlctr/scholars/new-scholar-check-in/>

Submit electronic copies of your documents. See your faculty assistant for assistance with the scanner in the mailroom of Frick Chemistry.

In-Person Check-In (ALL visa holders)

If you prefer to check-in in person, please visit the Davis IC Front Desk during Walk-In Hours:

Tuesdays - 12 noon to 2:00 pm

or

Thursdays – 2:00 pm to 4:00 pm

OR

If you prefer, you can schedule an appointment with a scholar advisor. Please be sure to bring your passport and immigration documents with you.

Please note: Scholars who are NOT in J-1 status (H-1B, F-1 OPT) must come in person for Check-in. Please schedule an appointment or stop by during walk-in hours to check-in or to make inquiries.

GLACIER System and Tax Information

To simplify the process of determining appropriate tax withholding from paychecks and other payments, the University uses the [GLACIER System](#). This non-resident alien tax compliance system uses information you enter to determine foreign national residency status, determine eligibility for tax treaty benefits, and generate tax reporting documents.

- **IMPORTANT** - Non-resident **Fellows** that receive foreign source income and a domestic wage supplement must select the option "Visiting Research Fellow-Wage Supplement". Non-resident **Fellows** that receives domestic source income and a domestic wage supplement must select the option "Visiting Research Collaborator." By selecting these options the GLACIER System will select the relevant tax forms for you to complete. Please confirm with Karen Murphy-Gordon if you have any questions or concerns.
- Non-resident Postdoctoral Research Associates should check staff/employee/faculty as they are hired as employees.

When you join the University you will automatically be added to the [GLACIER System](#). The system will send you an email from support@online-tax.net, with a subject line of "Payments from Princeton University". The email is from the GLACIER system, and contains your personal login and password information. If you have not received an email or have deleted it in error, please request a duplicate email by sending a note to [Nonresident Tax Compliance and Reporting](#) or ntcr@princeton.edu. If you require further information please contact our non-resident compliance analyst:

Karen Murphy-Gordon
609-258-3734
Km5@princeton.edu

IMPORTANT

Non-US citizens **will** automatically have taxes withdrawn from their salary checks, unless you have a tax treaty. All J-1 visa holders will be required to enter their visa and visitor information into the online **Glacier** System. The **Glacier** system will perform a substantial presence test that will determine if you will be taxed as a resident alien or as a nonresident alien.

In addition, the **Glacier** System will determine if you may apply for a treaty to reduce your tax liability. If an individual is eligible to receive a treaty, **Glacier** will produce a Form W-8BEN or 8233 that may be submitted.

The Office of General Counsel also has a website that contains helpful tax information. The address is <http://web.princeton.edu/sites/ogc>. Federal and State tax forms and instructions are available at the following sites:

Federal Information and Forms (IRS): www.irs.gov

State Information and Forms (NJ): www.state.nj.us/treasury/taxation

University and Center staff cannot assist you with completing your forms. Please direct any questions to the University's tax or payroll office by sending an email to payroll@princeton.edu for paycheck related questions, or nra@princeton.edu for Glacier questions.

Social Security Card or Individual Taxpayer Identification Number

All Fellows will be required to go to the Social Security Office in Trenton, New Jersey, to apply in person for a Social Security Number, if they do not already have one. It is recommended that all Postdoctoral Research Associate's do the same. This must be done by each individual personally and therefore cannot be taken care of until your arrival. You may obtain the application form at <http://www.socialsecurity.gov/ssnumber/> or by calling the Social Security Administration (SSA) office at 1-800-772-1213 to set up your appointment. You may view requirements and guideline in advance at www.ssa.gov. To apply for a social security number, you should bring the original and one copy of the following:

- passport; if the passport is less than one year old, documentation with name and birth date that is more than old year old
- I-94 card
- U.S. visa stamp
- DS-2019 if in J-1 status, I-797 approval notice if in H-1B status

Denial letters will be provided to those not eligible for a social security number (J-2 and H-4 dependents). Applications will be taken on a first come first served basis so you should be prepared to wait in line.

If you require further information please contact our International Scholar Advisor, at the Davis International Center:

Tayla Burns
609-258-4247
trburns@princeton.edu