

THE UNIVERSITY OF ROCHESTER
GLACIER Checklist for Foreign National Appointment

This form is a resource to aid departments in providing their foreign national employees/payees with information they need to complete their GLACIER record. **Note to foreign national:** The maximum rate of US federal income will be withheld from all payments until you complete your GLACIER record and submit your forms for processing. This form is not a guarantee for salary, proper forms need to be submitted for payment to the HR Service Center or Accounts Payable by the department.

Foreign National Appointee Name (last, first): _____

Employee ID: _____ **Email Address:** _____

Date: _____

| Part 1: RELATIONSHIP Multiple positions? YES NO | | Part 2: TYPE OF FUNDING Amt. of payments for calendar year: \$ _____ | Change in amt. for calendar year? YES NO |
|--|--|---|---|
| IF the foreign national's relationship with the UR is... | THEN the foreign national should select this category on the GLACIER Relationship screen | IF the foreign national's type of funding is... | THEN the foreign national should select this category on the GLACIER Income Type screen |
| Scholarship/Fellowship (No Service Required) | <ul style="list-style-type: none"> • Grad Student (6000, 6001, 6002, 6003) • Undergrad Student (6100, 6101, 6102, 6103) • Post-Doctoral (0095) | Scholarship/Fellowship (No Service Required) | Scholarship/Fellowship (No Service Required) |
| Dept. Funding (Service Required) | <ul style="list-style-type: none"> • Faculty/Staff/Post Doc 0093/EDR 0082 • Grad Student (6004,6005,6006,6007) • Vis Fac/Co-op student/Undergrad Students (6106) • Student worker/student employee | Compensation/Wages (Service Required) | Compensation/Wages (service required) |
| Accounts Payable Payment Recipient or Independent Contractor | <ul style="list-style-type: none"> • Guest Speaker • Research Subject Fees | Guest Speaker Fees Honoraria Research Subject Fees Travel Reimbursement -no service required | Honoraria or Guest Speaker Fees |
| | Consultant | Consulting Fees | Consulting Fee |
| | Royalty Recipient | Royalties | Royalty Payment |
| Prize/Award Recipient | Other | Prize or Award | Other |

- Please direct any questions about using the GLACIER application to support@online-tax.net
- To contact a UR Nonresident Alien Tax Specialist for assistance, send an email to glacier@hr.rochester.edu or call the ISO (52866), Payroll (52040), AP (53483)
- Access GLACIER at www.online-tax.net