To use the GLACIER Nonresident Alien Online Tax Compliance System, go to GLACIER at [http://www.online-tax.net](http://www.online-tax.net). Enter the temporary UserID and Password provided in the email from support@online-tax.net. Select a new User ID and Password and log in.

ABOUT YOU:
Step 1. Relationship - **Check Student Worker AND/OR Student or what applies to you.**
Step 2. Income Type - **Check Compensation/Wages and/or Scholarship or Fellowship (Non-Service).**
Step 3. Personal Information - Verify and/or input your personal information.  *If you do not have a U.S. Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN), select I would like to apply OR I have applied. You will need to update GLACIER when you acquire your SSN.*
Step 4. U.S. Address – Enter your campus mailbox address or other US mailing address and phone #.
Step 5. Permanent Foreign Address – Enter your permanent foreign mailing address.

CITIZENSHIP & IMMIGRATION STATUS:
Step 6. Country of Citizenship/Tax Residence:
   b. Country of Tax Residence - Typically, this is the same as your Country of citizenship **unless** you lived in another country for an extended period of time just before arriving in the U.S.
Step 7. Immigration Status:
   a. Sponsoring Institution - Institution listed on your I-20 (F-1 visa).
   b. Current Immigration Status – Typically F-1 Student (review your documents & I-94).
Step 8. Time Spent in the U.S.:
   a. Original Date of Entry - FIRST date you arrived in the U.S. under an F-1 visa.
   b. Date Permission Expires - Use the date your I-20 expires or the Admit Until Date from your I-94.
   c. Date of Final Departure – Date you expect to leave the U.S.
Step 9. Immigration Status – Has your immigration status changed since you originally entered the U.S.?
Step 10. Days Present in the U.S.:
   a. For each calendar year - Enter the # of days you were NOT present in the U.S.
   b. Is this your FIRST time in the U.S. or have you PREVIOUSLY visited the U.S.?
   c. For Prior Visits ONLY - Enter the calendar year, immigration status and total # of days in the U.S.

TAX WITHHOLDING AND TAX TREATY EXEMPTION REVIEW:
Step 12. Tax Withholding and Tax Treaty Exemption Review – Click Next to continue.
   a. NO Tax Treaty – Click Next to review & verify the Tax Summary Report.

TAX FORMS:
Step 13. View and Print Forms – Click Print Forms and sign all of the Required Forms.

Step 14. **CLICK NEXT TO PROPERLY EXIT GLACIER AND SAVE YOUR INDIVIDUAL RECORD. CLICK EXIT.**

TO PAYROLL OFFICE:
Submit the Tax Summary Report, Required Forms, and Required Document Copies to the Payroll Office located on the 2nd Floor of the HRTC Building. **Required Document Copies** typically include:
   a. I-20
   b. Form I-94
   c. Visa Stamp/Sticker (in passport).

Review the **Tax Summary Report for a complete list of Required Forms and Required Document Copies.**