

University of Connecticut Employment of International Individuals

If you are an International Individual who is going to be employed by the University of Connecticut, then you must make an appointment with Jennifer Martin in our Payroll Department using the following website:

https://sandbox.uconn.edu/secure_per/search_staff.php?dser=123.

The reason an appointment is necessary is because the United States requires employers to withhold federal income taxes from wages and other income earned by nonresident aliens in the United States. Therefore, the payroll department must collect certain tax related documentation from its international employees in order to comply with federal tax laws.

Therefore, please bring **originals and copies** of the following documents to your appointment:

1. UConn's Foreign National Information Form available at:
http://tax.uconn.edu/wp-content/uploads/sites/1262/2015/08/tax_i-94.pdf;
2. Your passport (including page stamps);
3. U.S. visa(s) (both current & expired)
4. Page 1 of your Form I-20 (for F-1 visa holders) or Form DS-2019 (for J-1 visa holders);
5. Form I-94 (which can be downloaded from the following website):
<https://i94.cbp.dhs.gov/i94/#/recent-search>
6. Form I-797A (For HB-1 visas only)