

Information on Tax Filing Requirements and Services for International Students & Scholars

All international students and scholars and their dependents in "F" and "J" immigration status who were present in the U.S. have to comply with certain filing requirements with the IRS:

→ International students and scholars and their dependents in "F" and "J" immigration status with any U.S. source income in 2014 are required to file a U.S. income tax return (usually Form 1040NR or Form 1040NR-EZ) and Form 8843 with the IRS by April 15, 2015.

→ International students and scholars and their dependents in "F" and "J" status who spent time in the U.S. in F or J status in 2014 but did not earn any U.S. source income in 2014 are required to file a Form 8843 with the IRS by June 15, 2015.

Please be reminded that there are two ways to obtain tax forms and publications:

→ Tax forms and publications for the year are available through the IRS website: www.irs.gov

→ Tax forms are also available through GLACIER Tax Prep, an online tax preparation system.

Visit the ISSS website (www.miami.edu/iss) for additional information on IRS tax filing requirements and services for international student and scholars.

Student Employment and ISSS cannot give tax advice or be held responsible for any final tax results.



The University of Miami is an equal opportunity employer and prohibits discrimination against employees or applicants on the basis of age, color, gender, height, marital status, veteran status, national origin, race, or religion.

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Offices to Contact

Student Financial Assistance and Employment

For questions regarding employment:

305-284-6641

Whitten University Center, Suite 2275
Coral Gables, FL 33146

Department of International Student & Scholar Services (ISSS)

**For questions regarding immigration status
and employment eligibility:**

1306 Stanford Drive

Whitten University Center, Suite 2275

Coral Gables, FL 33146

website: www.miami.edu/iss

email: iss@miami.edu

Payroll Office

For questions regarding taxes:

305-284-3004

Gables One Tower

1320 South Dixie Highway, Suite 760

Coral Gables, FL 33124-2976

Social Security Administration

To obtain a Social Security Number:

Telephone: 800-772-1213

Address: To find a local Social Security

Administration office, please visit

www.ssa.gov and type your zip code into the

Social Security office locator.

Internal Revenue Service

For information pertaining to taxes:

Telephone: 800-829-1040

Office of the Registrar

For questions about student records:

305-284-2294

1307 Stanford Drive

Coral Gables, FL 33124

Modular Behind Lowe Art Museum

On-Campus Employment for International Students



International students in F-1 or J-1 status must follow immigration regulations in order to work while in the U.S. Visit the Department of International Student and Scholar Services (ISSS) website (www.miami.edu/iss) for eligibility requirements and documents needed for applying.

5 Steps to Employment

1 FIND A JOB

International students are eligible for Student Assistant (A04) or Graduate Assistant (A07) positions.

You can access job listings through the **Camelink** system.

To access the **Camelink** system, visit canelink.miami.edu

»» Enter your Cane ID and Password. If you have a Password and have forgotten it, follow the instructions to retrieve it.

»» On the main screen, search for the *Student Employment* menu tab. Select “Search Student Assistant Program” to view available jobs.

»» Contact the supervisors for the posted positions you are interested in to find out more about the positions and to set up interviews.

»» Once you are offered a position at the University of Miami, complete Part 1 of the *SSN Verification Form for On-Campus Employment* and ask your on-campus employer to complete and sign Part 2. The SSN Verification Form is available on the International Student and Scholar Services (ISSS) website at: <https://umshare.miami.edu/web/wda/internationalstudent/DOCUMENTS/145SSNVerificationFormforOnCampusEmployment.pdf>

»» Keep in mind that you may work a maximum of 20 hours per week during the academic year. You may work full-time during spring break, summer, and winter break.

»» You may not begin on-campus employment more than 30 days prior to the actual start of classes *upon initial entry to the U.S. to begin a new course of study.*

2 GO TO ISSS

Submit the SSN Verification Form and your Form I-94 to International Student and Scholar Services (ISSS) for processing. You may pick up the completed SSN Verification Form from ISSS in 5 business days.

GET A SOCIAL SECURITY NUMBER

International students who are eligible to work are required to apply for a SSN at a local Social Security Administration (SSA) office. Your UM ID number is **not valid** for employment purposes. If you are a new student, you may not take your application to the SSA office until you have been in the U.S. for a minimum of 10 days. **Please note that you may not start working until you have your SSN.**

When you apply for a SSN, you will need to present your:

- ☒ Valid Passport
- ☒ Foreign or US Driver's License or your Birth Certificate
- ☒ Form I-94 (you may obtain an electronic printout of your I-94 at www.cbp.gov/I94)
- ☒ Form I-20 or DS-2019
- ☒ The completed SSN Verification Form from ISSS (see step 2).

At SSA, you will be asked to complete *Form SS-5, Application for SSN*. The name you enter on Form SS-5 must **EXACTLY** match the name reflected in your passport. You should request a receipt for verification that you have applied for a SSN.

Your Social Security card will be mailed to your home in approximately two weeks. The process may take up to one month if your records do not immediately appear in USCIS's SAVE system (Systematic Alert Verification for Entitlements).

4 GO TO THE OFFICE OF THE REGISTRAR

As soon as you have your SSN, submit a change of ID in person to the Office of the Registrar located at 1307 Stanford Drive, (Modular behind the Lowe Art Museum). Be sure to bring with you a photo ID and your newly issued SSN card.

COMPLETE ONBOARDING PROCESS IN WORKDAY

Once your social security number has been updated at the Registrar's Office, and your employer initiates the hiring process in Workday, you will need to log in to Workday and click on *Inbox* to access your assigned onboarding tasks. Your onboarding tasks will include:

- ☒ Review Documents
- ☒ Complete Form I-9¹
- ☒ Add Payment Elections (Direct Deposit)²
- ☒ Complete Foreign National Information Form³

¹ Follow the instructions provided on the *International Student Procedures for Completing the Electronic Form I-9*. Once you complete Section I of the Form I-9, you will need to present original documents to the e-verifier in your department so that Section II of the Form I-9 and the e-verify process can be completed.

if you will not graduate by the completion of studies date on your I-20 and plan to continue to work at UM, you must complete the “Academic Advisor’s Recommendation for Program Extension” available at www.miami.edu/iss. You will need to complete a new Form I-9 in Workday to reflect the new I-20 end date.

² As a student employee, you are encouraged to apply for direct deposit. Graduate Assistantships require that you apply for Direct Deposit.

³ The completion of the form informs UM's Payroll Office what payroll taxes you are exempt or non-exempt from paying. If you do not complete the Foreign National Information Form, you will be taxed as if you are a U.S. Resident for tax purposes.