

# GLACIER Data Entry Guidelines



If you are a US citizen, green card holder, refugee, or asylee, you do not need to complete GLACIER paperwork!

## Steps

1. Login: GLACIER client log-in URL: [www.online-tax.net](http://www.online-tax.net)
  - Forgot your log-in? Click “forgot log-in information” and follow the instructions.
2. Choose “Create/update/view my Individual Record.”
3. A US address must be entered. If you do not have one, please enter your department address until you finalize your living arrangement. **Do not check the box indicating that you do not have a U.S. mailing address.**
4. GTA/GRA ≠ student workers. Choose either “employee” or “Graduate Teaching or Research Assistant.”
5. All employees should click “compensation/wages.”
6. **Country of Citizenship** = the country which issued your passport. If you have more than one passport, choose the country that is noted on your I20/DS-2019/I-797.
7. **Country of Tax Residence** = usually the same as your country of citizenship; however, if you are a permanent resident of a different country or have lived outside of your citizenship country for more than a year and came to the U.S. from that country, that country is most likely your country of tax residence.

8. If GLACIER notifies you that you are eligible for a tax treaty you must click “Yes” and sign the corresponding forms to receive the benefit. **If you do not have a Social Security Number (SSN)** you cannot receive the treaty until you receive your SSN, enter it into GLACIER, and bring the appropriate paperwork that is produced by GLACIER to OHR.
9. Open, but do not save, and print all forms from the PDF at the end of GLACIER. Sign the forms and upload them to iStart. **Check in with Jessica Dunn, Global Human Resources, during the GradHiring event** to confirm all documents were uploaded successfully.
10. Be sure to continue to click through the GLACIER screens until you get to the “exit” button to make sure your data is saved and your account remains private.
11. Before you leave, **close your personal email** in order to keep your information private.

**GLACIER**

Nonresident Alien Tax Compliance

**Time Spent in the U.S.**

How long will you be in the U.S. during this visit?

**Original (or anticipated) Date of Entry to the U.S.:**

DD MM YYYY

For most individuals this will be the day you entered the U.S. on your current F/J status and can be found stamped in your passport or on your I-20/DS-2019. If you have been at another U.S. school or in the U.S. within the past year (not as a tourist, but in any other status) use the date you first entered in that status.

*If you have not yet entered the U.S., indicate your anticipated date of arrival to the U.S.; please note that you may not enter a date more than 30 days in advance. You may enter and leave the U.S. many times during the period of your overall visit to the U.S. (e.g., for vacation, holidays or summer break). The ORIGINAL date of entry to the U.S. on your current immigration status is the FIRST date you arrived in the U.S. to begin your study, teaching, research, other activities, etc. and, regardless of whether you have changed institutions, transferred, received a new visa sticker in your passport, or returned to the U.S. from vacation, holiday or summer break. Use the date from Form I-20 (if F status), Form DS-2019 (if J status) or Form I-94 (if other status)*

**Date Permission to stay in the U.S. Expires**

DD MM YYYY

The expiration of your I-20/DS-2019/I-797A, NOT the expiration date of the visa stamp in your passport.

**Estimated or Actual Date of Final Departure from the U.S.:**

DD MM YYYY

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**GLACIER**

Nonresident Alien Tax Compliance

**Days Present In the U.S.**

How long have you been present in the US?

Following is a SUMMARY of the TOTAL NUMBER OF DAYS you may have been present in the U.S. based on your date of arrival. Please complete the boxes below to indicate any days YOU LEFT the U.S. to return to your home country or to visit a third country.

Calendar Year	Immigration Status Held During Each Calendar Year	Estimated Total Number of Days Present in the U.S. During each Calendar Year	LESS Number of Days You Left the U.S. (Enter the number of days you LEFT the U.S. during this visit)
2010	F1-Student	4 Days	Less <input type="text"/> Days NOT present in U.S.

Enter the number of days you left the US during the current year AFTER you entered on your current visa status. For most new employees this will be left blank.

- This is the **FIRST** time I have ever been to the U.S. (for any reason, under any immigration status).
- I have previously visited the U.S. (information regarding all **PRIOR** visits **MUST** be entered below).

**For each CALENDAR YEAR between 1986 and your date of arrival that you were previously present in the U.S., please select the calendar year of each Prior Visit and the corresponding Immigration Status and Total Number of Days associated with each Immigration Status. You **MUST** include ALL Prior Visits to the U.S.**

**DO NOT include in the boxes below any information about your current visit as shown above**

<b>ENTER Calendar Year</b> (the years do not need to be entered in chronological order)	<b>Immigration Status Held During Each Calendar Year</b> (If you held more than one Immigration Status during the a Calendar year, enter each Immigration Status separately)	<b>ENTER the Approximate Total Number of Days Present in the US During each Calendar Year</b>
Please Select <input type="button" value="v"/>	Please Select <input type="button" value="v"/>	<input type="text"/> Days
Please Select <input type="button" value="v"/>	Please Select <input type="button" value="v"/>	<input type="text"/> Days

Use these boxes only if you were present in the US prior to the current year. Count the number of days you were physically in the U.S. during each calendar year.