New International Student Employees:

1) International Employees must bring their complete hire packet to the Employee Service Center (ESC) - please click on this link to find their current open hours. This will include:
   - All original, documents for their I-9 form (usually I-20 or DS2019, I-94 form (available here: https://i94.cbp.dhs.gov/I94/#/home), and their unexpired foreign passport) and
   - The printed SPAF Form
   - The completed hiring forms from inside the hire packet (forms only reading material does not need to be turned in). The student should complete as much of the forms as possible before arriving and the staff will assist them with any questions they have.

2) When you first learn your department is hiring an international employee, send email to payroll-international@umass.edu with the student's full name and Campus ID so that we may start the required GLACIER process as quickly as possible.

International Students must also complete GLACIER (www.online-tax.net/) Tax Compliance System (this is separate and in addition to the new employee hire packet forms):

International students must provide information to us by using GLACIER, the University’s secure online tax compliance system (for All Non-US Citizens, regardless of their tax residency status). This system is designed to allow non us citizens to provide UMass Amherst with their immigration and tax data efficiently and effectively. GLACIER is mandatory, this is what determines tax residency, withholding rates, and income tax treaty eligibility.

Any/all tax status/immigration changes/extensions need to be completed via Glacier and their printed Tax Summary Report, Required Forms and the Required Document Copies must be submitted to the Employee Service Center, room 325, Whitmore Administration Building.

- For more details about F-1 student employment information review IPO’s F-1 Employment webpage: International Students and Scholars | F-1 Student Employment (umass.edu)
- For more details about J1 student employment information review IPO’s J-1 Employment webpage: International Students and Scholars | J-1 Student Employment (umass.edu)

If an international employee indicates, they have not received email about Glacier after you have requested their account be created - please forward your email to macsuga@admin.umass.edu in case it was not received properly the first time.

Please refer to the Undergraduate Student Employment Procedure for:

Additional Information
LINKS (Frequently Used)
Frequently Used Acronyms
Contacts by Topic

Last Reviewed: 08/09/2022