INTERNATIONAL STUDENT/EMPLOYEE NOTIFICATION FORM

If you are a new employee and you are not a Citizen or Permanent Resident Alien of the United States you are required to complete the Glacier™ Nonresident Alien Tax Compliance System before receiving any payments from Drexel University or the Philadelphia Health & Education Corporation, d/b/a Drexel University College of Medicine (DUCOM). Once you have completed this form please return it to either your HR Consultant or the Tax Office. An email will be sent to you with instructions to complete the Glacier Nonresident Alien Tax Compliance System.

Organization you will be employed by:
- ☐ Drexel University
- ☐ Drexel University College of Medicine

How will you be paid?
- ☐ Monthly
- ☐ Bi-Weekly
- ☐ Weekly

Name: _____
First Middle Last

Street Address: _____

Apartment # _____

City: _____ State: _____ Zip Code: _____

Home or Cell Phone: _____ Office Phone: _____

Print E-mail address (required): _____ ID Number _____

Status:	**Current Immigration Status:**
___ STUDENT EMPLOYEE	___ F-1
___ VISITING SCHOLAR/RESEARCHER	___ J-1
___ FACULTY /STAFF	___ H1B
___ VISITING PROFESSOR	___ B-1/B-2 ___ WB/WT/TN
___ NON-EMPLOYEE ASSOCIATE	___ OTHER (describe)_____

The Office of Tax Compliance is located in Suite 420, 3201 Arch Street, Philadelphia, PA 19104-2875. Please call (215) 895-6880 if you have any questions about this form.

Tax Office Copy