



INTERNATIONAL STUDENT/EMPLOYEE NOTIFICATION SHEET

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, the Philadelphia Health & Education Corporation, d/b/a Drexel University College of Medicine (DUCOM) or The Academy of Natural Sciences. Once you have completed this form please return it to either 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
The Academy of Natural Sciences

How you will be paid?

Monthly
Bi-Weekly

Name: _____
First Middle Last

Street Address: _____

Apartment # _____

City: _____ State: _____ Zip Code: _____

Home or Cell Phone: _____ Office Phone: _____

E-mail address (required): _____ ID # _____

Status:

Current Immigration Status:

☐ STUDENT	☐ F-1
☐ VISITING SCHOLAR/RESEARCHER	☐ J-1
☐ VISITING PROFESSOR	☐ H1B
☐ EMPLOYEE	☐ TN-1 ☐ O-1
☐ NON-EMPLOYEE ASSOCIATE	☐ OTHER _____

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.