Section 1: Required Document Copies

- Social Security or Individual Taxpayer Identification (ITIN) number on form
- I-94 Arrival/Departure Record or unexpired Employment Authorization Document (EAD) card
- Copy of page one of your unexpired foreign passport (Not needed if EAD provided)
- Forms that indicates who sponsored your visa.
  
  **J-1 Visa:** Copy of DS 2019 Form. If not sponsored by UCSC, then need a letter from Sponsoring Responsible Officer is acceptable with current DS-2019.
  
  **F-1 Visa:** Copy of I-20 Form. If not sponsored by UCSC, an EAD is acceptable if allowable under the terms and conditions listed on the EAD

Section 2: Required GLACIER Forms (print from GLACIER)

**Important:** GLACIER tax summary report and the W-8BEN are required every new tax year.

- GLACIER Tax Summary Report
- **If Applicable:** Form W-8BEN - Foreign Status for Federal Withholding

**Note:** Direct payment form received without required documents will be returned. If you have any questions, email finpolicy@ucsc.edu.