

**Section 1: Required Document Copies**

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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)**

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**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](mailto:finpolicy@ucsc.edu).