



GLACIER Information & Resources

International students, employees, and other payment recipients must comply with annual Federal & State tax filing requirements. For some individuals, this is true even if no money is earned. Depending on your immigration status and time in the U.S., you will be categorized as either a 'Non-Resident Alien' or a 'Resident Alien' for tax purposes, which has no relation to your U.S. immigration status. This designation will determine your tax rate, eligibility for deductions, and filing requirements. While it is possible to change from one category to the other during your time in the U.S., all payments and income will be taxed according to the rules of your current tax category. The University of Rochester relies exclusively on the GLACIER software system to calculate accurate payments and to help our international population in determining their tax status and navigating the U.S. tax system.

Access GLACIER online: <http://www.online-tax.net>

The system is free of charge to all foreign nationals receiving payments from the University of Rochester or under the University's visa sponsorship through the International Services Office. Upon your arrival to the University, new international students and scholars will receive an email from support@online-tax.net, with the subject "Payments from University of Rochester". This message is NOT SPAM and contains important instructions on how to create your own user profile and login details for GLACIER. You should proceed with this promptly after your arrival, to ensure accurate payments and avoid continuous communications reminding you that your GLACIER record is not yet complete. For help with your account or record, please contact the GLACIER Support Center at the email address above, or contact a University Non-Resident Alien Tax Specialist at glacier@hr.rochester.edu.

Creating and Maintaining your GLACIER Record

The ISO has prepared detailed guidance to assist you when completing your GLACIER record. These resources can be found on our website: www.iso.rochester.edu/taxes/glacier/index.html. Once you have entered the necessary information, you will be able to access your GLACIER Tax Summary and any appropriate tax forms electronically. Please print, sign, and mail these forms to UR Payroll or Accounts Payable, as needed. When changes occur to your personal information, UR payment relations, or physical presence in the U.S., make sure to update your GLACIER record. It is much easier to maintain your record on a regular basis throughout the year. If the new information causes a change to your Tax Summary or forms, you will need to mail the updated forms to the appropriate University office again.

Use this worksheet when completing your GLACIER record: If you are confused about which Relationship and/or Income Type categories apply to you, please contact your academic and/or hiring department. The nature of your payments from the University will impact your tax withholdings and eligibility for treaty benefits. It is important to make sure that your record is accurate and complete, reflecting all of your activities at UR.

Keep your GLACIER record up-to-date: Your current email address and immigration status expiration dates are essential! If this information is not up-to-date, you may risk missing important communications or your record being terminated pre-maturely.

UR Relationship Categories:

Service-based Employment

- Faculty/Staff/Post Doc
- Visiting Faculty
- Grad Teaching/Research Asst.
- Student Worker

Non-Service

- Grad Student
- Post-Doctoral
- Undergraduate

Non-Employment Services

- Guest Speaker
- Consultant
- Artist/Performer
- Industrial Royalty Recipient
- Copyright Royalty Recipient
- Other

UR Income Type Categories:

Service-based Employment

- Compensation/Wages

Non-Service

- Scholarship or Fellowship

Non-Employment Services

- Honoraria or Guest Speaker Fee
- Consulting Fee
- Performance Fees
- Industrial Royalty
- Copyright Royalty
- Prize or Award
- Research Subject

Available for all Relationships

- No Income