

GLACIER Setup Form: Please download and save the pdf to your computer before completing the form

Department Instructions: After we receive a copy of this form, the foreign national will receive an email from support@online-tax.net (this is not spam) with their GLACIER login information. The foreign national will need to complete their GLACIER record within 10 days from receiving this email to help assure proper tax withholding. They will need to have all of their supporting documents (visa, passport, I-94, and any other applicable documentation) available before they start the process so that they can complete their record in its entirety.

Foreign Individual Information

First Name

Last Name

Email Address

Student/Employee ID (if applicable)

Relationship and Payment Information (Select **all** that apply)

The selections made in this section will directly impact tax withholding (if applicable) and payment for the individual. Refer to instructions for more detail.

Employee

- Faculty/Other Academic Appointee/Staff
- Postdoctoral Employee (**Title Code 3252 ONLY**)
- GSI/GSR/TA
- Other Student Worker

Postdoctoral Scholar

- Postdoctoral Scholar / Fellow
(**Title Code 3253 or 3254 ONLY**)

Scholarship/Fellowship Recipient

- Student
- Visiting Scholar

Other

- Guest Speaker
- Artist/Performer
- Consultant
- Royalty Recipient
- Prize/Award Recipient
- Other

Please describe: _____

Department Information

Department Name

Department Contact Name

Phone Number

Email Address

Using the submit button will turn this form into a completed attachment that will be sent the GLACIER Admin Team at glacieradmin@berkeley.edu.

GLACIER Setup Form

Instructions

Purpose: The GLACIER setup Form is used to provide information to GLACIER Admin Team and your foreign individual so that complete and accurate information is entered into the GLACIER system. **This form should be completed by the department.**

When to Complete This Form: This form should be completed for all new, qualifying, foreign individuals receiving payment from the University. A qualifying individual is anyone who is receiving payment from the University for the first time *or* who has not received payment within the same calendar year as their last departure date. Once an individual is set-up in GLACIER, you will not need to complete this form again as long as they return to perform services for payment within the same calendar year as their last stated departure date.

Completing the Form: Please download and save the pdf to your computer before completing. The GLACIER setup form is divided into three sections. The Foreign Individual Information section, the Relationship and Payment Information section, and the Department Information section. Each section must be completed with all applicable information.

In the Relationship and Payment Information section, you must select all applicable relationships that the foreign individual will have with the University. However, you can only check one box in each relationship category. *For example, James is a GSR and is receiving a student fellowship. You would want to check the box for GSI/GSR/TA in the Employee category as well as the box for Student in the Scholarship/Fellowship Recipient section.* If you feel that your foreign individual's relationship to the University is not listed, please check the box for "Other" and describe the relationship.

Payment information is required for all categories that have a box checked. If you are completing payment information for a foreign employee then please make sure that you fill out both the monthly amount and the percentage of time to ensure that the correct estimated annual amount is generated.

Once you have completed the form, you may click on the submit button and you will be prompted to email the form to glacieradmin@berkeley.edu. Please remember that this form must be downloaded and saved first to your computer before you complete the form otherwise the submit button will not work correctly.