Dear X, August XX, 2019

UW Madison records indicate that you will receive a Scholarship (or Fellowship), and based on our records, your tax status is nonresident alien.

Nonresident aliens are required to complete certain steps before they can be paid through the payroll system. The steps you must take are outlined below. You are also required to complete additional on-line information which will be requested by the Glacier software program for foreign national employees and students, which assists in completing required federal tax documents.

Follow these steps:

1. Complete the Direct Deposit form: <https://uwservice.wisc.edu/docs/forms/pay-direct-deposit.pdf>, print, and provide to your department payroll office. If you do not have a US bank account, be sure your US mailing address is up to date in your MyUW Portal. Your check or US Bank Focus Card will be mailed.
2. Apply for an ITIN. If you do not already have a Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN), and do not have any current employment or employment offers, you must apply for your ITIN as soon as possible. To apply for an ITIN, schedule an appointment via e-mail with Jose Carus, jcarus@bussvc.wisc.edu. He assists with requests for ITIN’s for UW individuals receiving only scholarship/fellowship income with no employment or employment offers. An appointment is required.
3. Complete your Glacier account. You will receive two emails regarding Glacier with the necessary login information for the Glacier system and instructions for completing your account.

When you have completed the Glacier process, please print the forms and return them to the Office of Human Resources, 21 North Park St, Suite 5101, with a copy of this letter.

Thank you for your assistance in completing this process.

Signature