UC Glacier – Foreign Visitor Process

Foreign Individual

- New Hire (Foreign Visitor) Accepts Offer or Signs Contract
- Informed to Open Glacier Email
- Glacier Email Received
- Print/Sign Glacier Forms Generated
- Complete Glacier Online Record
- Mail Glacier Completed Forms [to Payroll] with copies of specified immigration documents
- Receipt of New Hire (Foreign Visitor) Acceptance
- ‘Confirmation’ Email Glacier & Intro Email – Copy -
- Log into Glacier [on Blink]
- Create Glacier Record
- Email Sent Glacier Access Information [to Foreign Visitor]

UCSD Department

- Inform Payroll
- Send Introductory Email
- Send ‘Confirmation’ Email

Payroll

- Update EALN screen in PPS
- Claim Wage Tax Treaty for Nonresident?
- Yes
  - Form 8233 Mail to IRS
- No
  - Update Resident Status/ Address
  - Facilitate Tax Treaties
  - Determine Federal Tax Withholding Rate
  - Scan Forms
  - Index to iDocs

Glacier

- Receive Forms/ Specified Immigration Document Copies
- Receipt of New Hire (Foreign Visitor) Acceptance
- ‘Confirmation’ Email Glacier & Intro Email – Copy -