

# University of Connecticut

## Employment of International Individuals

If you are an International Individual who is going to be employed by the University of Connecticut, then you must make an appointment with our Payroll Department by emailing [payroll@uconn.edu](mailto:payroll@uconn.edu).

The reason an appointment is necessary is because the United States requires employers to withhold federal income taxes from wages and other income earned by nonresident aliens in the United States. Therefore, the payroll department must collect certain tax related documentation from its international employees in order to comply with federal tax laws.

Therefore, international employees must provide the following:

1. UConn's Foreign National Information Form available at:  
<https://uconn.kualibuild.com/app/builder/app/62d9b712e2ab9f90452dad4e/run>
2. Your passport (including page stamps);
3. U.S. visa(s) (both current & expired)
4. Page 1 of your Form I-20 (for F-1 visa holders) or Form DS-2019 (for J-1 visa holders);
5. Form I-94 (which can be downloaded from the following website):  
<https://i94.cbp.dhs.gov/i94/#/recent-search>
6. Form I-797A (For HB-1 visas only)

**SEE IMAGES BELOW FOR HELP LOCATING YOUR PASSPORT  
NUMBER AND VISA NUMBER**

Example of passport pages with entry and exit stamps:



Where to locate your Passport Number -



Where to locate your Visa Number -

