Dear X, January XX, 2025

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.

If you are in the United States on your scholarship payment date:

1. Update your direct deposit information. UW-Madison can direct deposit payment only to United States bank accounts. More information on direct deposit can be found [here](https://hr.wisc.edu/pay/direct-deposit/). If you do not have a United States bank account, make sure your United States address is up to date in Workday. Your check or US Bank Focus Card will be mailed.
2. 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.
3. 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. Only apply for an ITIN if your appointment is one of the following: Post-Doctoral Fellow (does not mean Research Associates) or Trainee; Graduate Intern/Trainee, Fellow, Scholar, Trainee or Advanced Opportunity Fellow. To apply for an ITIN, go to [Individual Taxpayer Identification Number (ITIN)](https://iss.wisc.edu/employment/individual-taxpayer-identification-number-itin/) and select “How do I apply for an ITIN”?

If you are not in the United States on your scholarship payment date:

1. Update your direct deposit information. UW-Madison can direct deposit payment only to United States bank accounts. More information on direct deposit can be found [here](https://hr.wisc.edu/pay/direct-deposit/). If you do not have a United States bank account, you may need your payment wire transferred. Please notify your human resources office as soon as possible if you think you need a wire transfer. Failure to do so may result in delayed payment.
2. UW-Madison will collect documents from you to verify your tax status and determine the appropriate payroll taxation. It is very important that you complete everything accurately and submit the documents in a timely manner. Failure to submit documents may result in inaccurate tax withholding from your paychecks. Your division’s human resources office will reach out to you with more information about the required documents. Please tell your human resources office if you have already submitted foreign source income documents for another unit on campus.
3. It is your responsibility to notify your human resources office when you enter the United States. At that time, UW-Madison will require you to maintain a Glacier account for the duration of your affiliation with the university.

Thank you for your assistance in completing this process.

Signature