- a. Go to the office, in which you are interested in working and ask about openings $\ensuremath{\mathsf{OR}}$
 - b. The online job bank at www.unco.edu/careers/ Follow the link to "Handshake" NOTE: Do NOT apply for jobs that require Work-Study NOTE: If you already have a Social Security Number, SKIP to Item #7 of this packet
- 2. Have employer complete and sign the attached **Employment Letter**
- 3. Take Employment Letter to CIE
- 4. CIE will use information from your employer to write a **Sponsorship Letter** that will:
 - a. Authorize your employmeEMC (:) Pre J16.0

Non Resident Alien (NRA) W4 Instructions

Department of the Treasury Internal Revenue Service Notice 1392

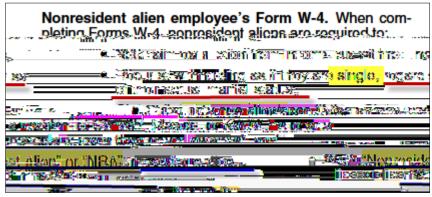
Nonresident aliens (NRA) must follow special instructions when completing Form W-4.

Nonresident aliens may claim exempt ONLY if they have filed a Tax Treaty agreement.

Nonresident aliens may be exempt from wage withholding on part or all of their compensation for dependent personal services under an income tax treaty. (Only then can they claim "Exempt"). See memo on tax treaties in this packet.

Otherwise the IRS requires you to complete your W4 as follows:

Stated in IRS Publication 15 (www.irs.gov/pub/irs-pdf/p15.pdf)



Number of Allowances - Enter "1" Allowance unless:

You are from Canada or Mexico. If so, you will be taxed as Single, but may claim additional allowances for your dependents for both Federal and State purposes. Your dependents DO NOT need to live with you in the USA. You are from Republic of Korea. If so, you will be taxed as Single, but may claim additional allowances for your dependents for both Federal and State purposes ONLY if your dependents live with you in the USA.



	eeking employment while in the US are required to have a Social Security Number (SSN). In order ers must complete this form and return it to the Center for International Education.					
Off-Campus Employers	please include the employer identification number is required.					
If there are any question	s about this form, please direct them to cie@unco.edu.					
Name:						
Email:	Phone:					
Visa Type:	Country of Citizenship:					
Employer:	 					
Start Date:						
UNC Employer Number:	Off-Campus Eer					