Chapter 14: Guide for Non-Resident International Student Stipends

Research Fellow – Title Code 3296

The Research Fellow title is used for nonresident international students receiving fellowship stipend payments. Prior to processing the stipend payment, the department must submit a stipend request through the Graduate Division Financial Support Request Tool. The department must simultaneously enter stipend payment information into the payroll system in order for the Disbursements Division to issue a stipend check. Special processing is required for retroactive actions (see below).

If you have questions as to whether a student is a resident alien, please contact glacier@ucsd.edu.

A student can be set up for one fiscal year (through 6/30) at a time. Extensions beyond 6/30 may be done in the month of May.

Tax Identification Number (TIN)

In October 2004, the Social Security Administration (SSA) revised their document requirements for international students on F-1 and J-1 status.

In the case of the F-1 student, the student must have a written offer of employment in order to apply for a Social Security number (SSN).

Incoming international students on F-1 visas who 1) do not have an offer of employment, and 2) do have fellowship support (which must be paid through PPS on title code 3296), must obtain an ITIN.

The ITIN Application Procedure can be found at the following website: http://ispo.ucsd.edu/current-students/f-1-students/itin-info.html

No Tax Treaty

If the Nonresident Alien (NRA) is subject to the 14% federal tax withholding, the IRS W-7 form must be filed along with the 1040NR (or 1040NR-EZ) tax return during the next regular tax filing season.

For PPS input on title code 3296, the department must enter all nines in the SSN field or all zeroes if you are using the web-based PPS system. Upon update in PPS, the number will be displayed as all zeroes.

Once a Taxpayer Identification number (TIN) number is obtained, the individual must report it to their department for input into the system. In addition, please notify Kathryn Murphy of the new TIN (or SSN) in order for her to request that Disbursements update IFIS with the new information.
**Tax Treaty**

If the NRA is eligible for a tax treaty exemption, the IRS W-7 form must be filed as soon as possible in the hope of quickly receiving a TIN.

At the latest, the TIN must be received in sufficient time for year-end reporting.

**The treaty will not be granted until a number is obtained, per IRS regulations. The payee will experience federal taxation until a valid number is obtained and updated in PPS.** Payroll will be able to make retroactive refunds during the year on any taxes withheld.

Again, once a Taxpayer Identification number (TIN) number is obtained, the individual must report it to their department for input into the system. In addition, please notify Kathryn Murphy of the new TIN (or SSN) in order for her to request that Disbursements update IFIS with the new information.

Please ensure that your incoming NRA graduate students (who are not currently eligible to apply for a SSN) are made aware that they must submit an IRS W-7 form in accordance with the IRS guidelines.

Finally, if/when the NRA is offered employment, the student must apply for a SSN. A SSN will always have priority over any other number. Please ensure that NRA fellowship recipients who eventually become employees (e.g., GSR) apply for a SSN when the time comes.

**Retroactive Actions**

*Retroactive* changes made in payroll (PPS) to title code 3296 stipend payments will not automatically flow through to Disbursements and special processing must take place. Below are the following steps to take if you need to make a retroactive change to the fund source and/or dollar amount of a payment made on title code 3296:

1. **In all cases, please provide the Graduate Division with updated information on the Graduate Division Financial Support Request Tool** ([https://goapp.ucsd.edu/financial/](https://goapp.ucsd.edu/financial/))

2. **See below:**
   a. **Change to fund source only:** make correction to *original* appointment in PPS. Notify *departmental fund manager* of relevant information in order for he/she to *journal expense* from old fund source to new fund source. (Note: the Graduate Division is the fund manager for all GSRXXXX index numbers.)
   b. **Change to dollar amount (increase):** increase/add *current month* appointment in PPS. For example, if you need to pay the student an additional $100.00 for the month of February, leave the February appointment as is, and increase the March appointment by $100.00. If you make a retroactive change to the February appointment, the change will not flow through to Disbursements and the student will not be paid the additional funds.
   c. **Change to dollar amount (decrease):** if the student has a *current* appointment in PPS, decrease the *current* appointment to reflect the correct amount. For example, if you need to decrease the student's February stipend by $100.00, leave the February appointment as is, and decrease the March appointment by $100.00. The student's March check will then reflect the adjustment for February.
i. If the student does not have a current appointment in PPS, correct the original appointment in PPS and manually bill the student for the amount owed (net stipend payment). For example, if the student was over-paid by $100.00 for the month of February, but has no March (or current fiscal year) appointment to adjust, correct the February appointment in PPS, and notify the student of the amount owed (net stipend).

3. Do not send a Payroll Expense Transfer (PET) to Payroll; a PET for a 3296 appointment will be rejected by Payroll and returned to the department.

Direct Deposit Information
If the international student has a current PPS appointment (GSR, TA, etc.), the stipend payment will be issued according to the Surepay/Wage Disposition information in PPS.

If the student does not have a current PPS appointment (at the time the 3296 appointment is established in PPS), the stipend payment will be issued according to the Disbursements Direct Deposit Form.

To be safe, the student may want to sign up for both:

- **Payroll**: [http://blink.ucsd.edu/Blink/External/Topics/How_To/0,1260,4306,00.html](http://blink.ucsd.edu/Blink/External/Topics/How_To/0,1260,4306,00.html)
- **Disbursements**: [http://blink.ucsd.edu/buy-pay/payment-methods/direct-deposit/enroll.html](http://blink.ucsd.edu/buy-pay/payment-methods/direct-deposit/enroll.html)

How to Verify That a Check Has Been Issued
Log in to Integrated Financial Information System (IFIS).
(S)elect AP (F9)
(S)elect CHKMENU (F12)
(S)elect CHKRLST (SHIFT-F2)
“Payee” field: enter payroll employee ID number

APRVD AMT = Gross stipend amount
NUMBER (heading to the right of APRVD AMT) = If the field starts with “A”, it is an automatic direct deposit check, otherwise hard copy
CHECK DATE = date stipend payment was issued
AMOUNT = Net amount after any federal tax withholding

Tax Information
Federal tax – in the absence of a tax treaty, a flat tax of 14% will be withheld.

State tax – no California state tax will be withheld. The University is not required to withhold state taxes from stipend payments, although the student may continue to have a state tax liability. It is the student’s responsibility to determine this liability, if any.

Tax reporting – a year-end 1042-S form (instead of a W-2 Wage and Tax Statement) will be issued by the Payroll Office to each foreign student whose stipend payment is processed through Disbursements.

Additional tax information for students is available at: [http://grad.ucsd.edu/resources/general/tax.html](http://grad.ucsd.edu/resources/general/tax.html)
Data Entry Guidelines

**APPOINTMENT LINE**

- Type: 5
- Basis: Leave blank
- Pd Ovr: Leave blank
- Appt Begin: Begin date
- Appt End: End date
- Dept: Funding source 6-digit dept. code number
- Title: 3296
- % Full: Leave Blank
- F/V: F (Fixed)
- Annual: Leave blank
- Rate: A
- Sch: MO (Monthly)
- Time: N (No Time Sheet)
- Lv: N (No Leave Accrual)

**DISTRIBUTION LINE**

- Index: your index
- Sub: 2
- Dist %: Leave blank
- Pay Begin: Begin date
- Pay End: End date
- Rate/Amount: XXXX.XX (monthly stipend amount)
- DOS: RPX
# Graduate Student New Hire Data Collection Worksheet

<table>
<thead>
<tr>
<th>EEID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security Number</td>
</tr>
<tr>
<td>First Name</td>
</tr>
<tr>
<td>Middle</td>
</tr>
<tr>
<td>Last Name</td>
</tr>
<tr>
<td>Suffix</td>
</tr>
<tr>
<td>Date of Birth</td>
</tr>
</tbody>
</table>

(Press Enter to look for errors before proceeding to the next screen)

<table>
<thead>
<tr>
<th>EPD1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sex: (M or F)</td>
</tr>
<tr>
<td>Hispanic:</td>
</tr>
<tr>
<td>American Indian or Alaska Native:</td>
</tr>
<tr>
<td>Asian:</td>
</tr>
<tr>
<td>Black/African American:</td>
</tr>
<tr>
<td>Native Hawaiian or Other Pacific Islander:</td>
</tr>
<tr>
<td>White:</td>
</tr>
<tr>
<td>Primary Ethnic/Race:</td>
</tr>
<tr>
<td>(see Demographic Data Codes)</td>
</tr>
<tr>
<td>Disable Status:</td>
</tr>
<tr>
<td>(see Demographic Data Codes)</td>
</tr>
<tr>
<td>Veteran Status Codes – Vietnam:</td>
</tr>
<tr>
<td>War/Campaign:</td>
</tr>
<tr>
<td>Oth Status:</td>
</tr>
<tr>
<td>Serv Medal:</td>
</tr>
<tr>
<td>Recently Separated Veteran Date:</td>
</tr>
<tr>
<td>Citizenship:</td>
</tr>
<tr>
<td>(C=Citizen, R=Resident Alien, N=Non-Resident Alien, A=Canada, Mexico, S. Korea, S=India)</td>
</tr>
<tr>
<td>Student Status:</td>
</tr>
<tr>
<td>No. of Reg. Units:</td>
</tr>
<tr>
<td>(4=Grad)</td>
</tr>
<tr>
<td>(Leave blank)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EPD2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oath Signature Date:</td>
</tr>
<tr>
<td>I-9 Date:</td>
</tr>
</tbody>
</table>

10XXXX Leave blank for Permanent Residents and International students.

Employees must complete and sign Section of Form I-9 no later than the first day of employment, but not before accepting a job offer.

<table>
<thead>
<tr>
<th>EADR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Address Line 1:  (only use for P.O. Box, route number, or c/o line)</td>
</tr>
</tbody>
</table>
| Line 2:  | 215 Main Street  
| City:  | San Diego  
| State:  | CA  
| Zip:  | 92101  
| Home Phone:  |  
| Location Release Codes – Perm Address:  |  
| Home Phone:  |  
| Spouse Name:  |  
| (Blank=No, do not release information, Y=Yes, release information, N=Now, do not release information) |  
| EE Org/Union Disclosures – Perm Address:  |  
| Home Phone:  |  
| (Blank=No, do not release information, Y=Yes, release information, N=Now, do not release information) |  
| Mail Code:  | 0139 This is where paycheck and W-2 are sent, if not sent electronically. |
ETAX
Refer to payroll instructions for a non-resident alien and student’s completed W-4 Form.

Federal
Marital Status: _____ (M)arried or (S)ingle
Personal Allowances: _____

California
Marital Status: _____ (M)arried or (S)ingle or (H)ead of Household
Personal Allowances: _____
Itemized Deductions: _____
Addl Fed Tax Withholding: _____ (leave blank)

EALN
For non-US citizens only. Refer to payroll instructions.
Country of Residence: _____ U.S. Date of Entry: _____
Visa Type: _____ Work Permit End Date: _____ (F-1: see line 5 on I-20; J-1: see line 3 of DS-2019)

EAPC
Appointment
Type: 5 Bas: (blank) Pd Ovr: (blank) Appt Begin: 1001XX Appt End: 0630XX Dur: (blank) Dept: 000326
(5, Academic) (11=GSR or 9=ASE) (12=GSR or 9=ASE)
Title: 3296 %Full: (blank) F/V: F Ann/Hr Rate: (blank) Rt: A Sch: MO Time: N LV: N
(Rate: A=annual, H=hourly, B=by agreement) (Schedule: MO or BW) (Time: N or A=timesheet) (Leave: N)

Distribution
Index: _ Sub: 2 Dis %: (blank) PayBeg: 1001XX PayEnd: 0630XX Step: (blank) Rate/Amt: $ DOS: RPX
(Sub: 0=TA, Assoc, GSR; Sub 2=Reader, Tutor) (GSR only)

EPER
Assigned BELI: 5 Effective Date: 1001XX
Date of Hire: 1001XX Original Hire Date: 1001XX
Employee Relations Code: E
Home Department: _____ Must be student’s Academic Home Department
Employee Relations Unit: BX 99=GSR, BX=ASE (System will auto-populate if ERC is “E”)
Timekeeper Code: ______
College Code: 00

Comments:
Fellowship stipend for Internation student. Nine payments @ $1000/mo.