

- a. Go to the office, in which you are interested in working and ask about openings

OR

- b. The online job bank at [www.unco.edu/careers/](http://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 employeEMC (:) re J16.0

**Department of the Treasury Internal Revenue Service Notice 1392**

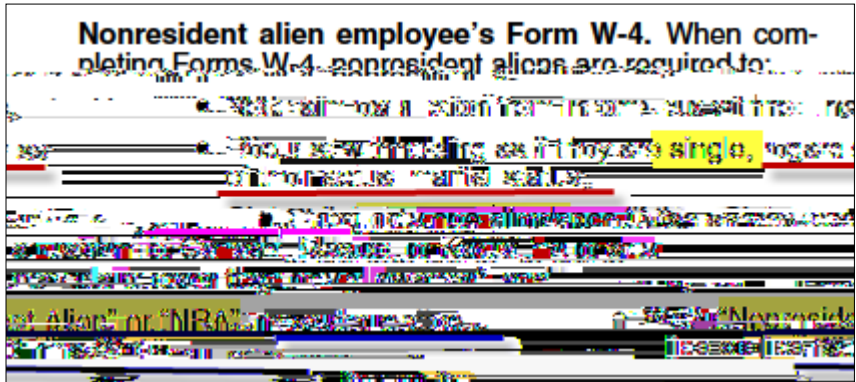
Nonresident aliens (NRA) must follow special instructions when completing Form W-4.

**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:

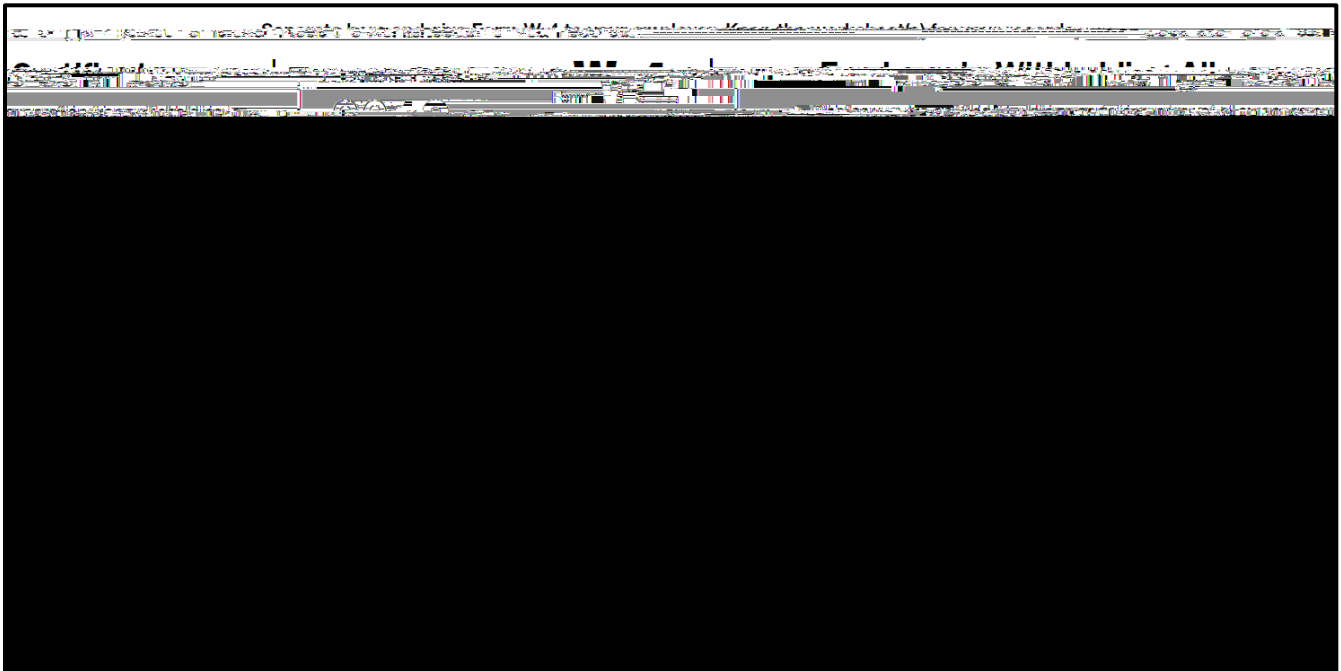
Stated in IRS Publication 15  
([www.irs.gov/pub/irs-pdf/p15.pdf](http://www.irs.gov/pub/irs-pdf/p15.pdf))



**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.







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