1. To ensure continuation of the scheduled FELLOWSHIP payment, the 2019 renewal forms must be in Payroll Services no later than Friday, November 16, 2018. All 2019 renewal forms received after this deadline will be processed as quickly as possible; however the first 2019 payment may be delayed due to the documents being submitted late.

2. The 2019 NRA Fellowship Request Form is available on the UHR website https://uhr.umd.edu/phr/. This form lists the required fellowship documents.

3. The 2019 Citizenship Status Form (CSF) is available on the UHR website https://uhr.umd.edu/phr/ and can be found by clicking on “NRA Resources” on the right-hand side of the screen. Please only use this form for those that fall under a protected status. (DA, TP, RF, & AS) All other visa types should use the Glacier system.

4. All 2019 NRA Forms should be clearly marked 2019. (Note: the 2019 W-4 Form may not be available online until January, 2019; in the meantime use the 2018 W-4 Form. Simply cross out 2018 and write 2019 on the top of the form.) Also, the W-4 Form should indicate (in red) “FELLOW” at the top. The Agency Code is 360292 (UMCP only).

5. Fellowships for international students who are Resident Aliens for Tax Purposes (RAFTPs) should be processed through the Student Award System (SAS) as though this FELLOW was not an international student.

6. DO NOT submit – instructions for any of the tax forms, ‘tip sheet’, blank and/or decorated pages from the passport, page 2 of the I-20, nor the I-9 form. The I-9 Form should stay in the Department. Payroll does not need any of these forms or documents; they will be shredded and not returned to the Department.

7. All tax forms must be an original and completed fully and correctly. Documents that are not filled out completely and/or correctly will be returned to the Department thus risking the possibility of a late payment.

8. All W4 forms must have either a permanent or a temporary “SSN”. NO Temporary social security numbers should be entered into the Glacier system.
   a. Tax treaty benefits are only available to individuals with a permanent SSN.

9. The Affidavit of Compliance form is a REQUIRED document for NRAs without a permanent SSN. It will not print out with the Glacier forms but it is still required.

10. NRA FELLOWs who wish to be exempt from federal taxes (and if there is a tax treaty with their country of residence), must have a fellowship indicated in their Glacier profile and Glacier must have determined that they are eligible for the tax treaty exemption. NO handwritten treaty forms will be accepted.

11. If an NRA individual has BOTH a fellowship and an assistantship, Payroll requires two (2) original W-4 Forms; one for the assistantship (Agency Code 360222) and one for the fellowship (Agency Code 360292).
   a. Please write “FELLOW” in red on the top of the fellowship W-4 Form.
   b. Only one copy is needed of the other required documents. All paperwork should be combined and sent to Payroll as one complete packet.

12. Direct Deposit is available for an NRA FELLOW. Use Agency Code 360292 on this form.

13. Please only use one staple.

Request all NRA SSN changes (from temporary to permanent) by emailing payroll@umd.edu; in the email include the individual’s name, UID, temp # and permanent SSN.

Questions?? Call 301- 405- 7477 or email Cara Diggs at cdiggs78@umd.edu