



Corporate Tax, Compliance & Payroll

International Student/Employee Tax Guide





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Penn

Corporate Tax, Compliance & Payroll

Disclaimer

The Office of Corporate Tax, Compliance, and Payroll of the University of Pennsylvania is prohibited from advising any faculty, staff, or student regarding preparation of individual tax returns. Any tax information included in this guide is not intended or written to be used by the taxpayer for the purpose of avoiding taxes or any penalties that may be imposed on the taxpayer by any governmental taxing authority or agency. Individuals should seek tax advice from an independent tax advisor to address questions based on their personal circumstances.

Nonresident Alien or Resident Alien

Determined by performing the substantial presence test. This calculation uses your current and prior immigration history and the days you are physically present in the U.S. to determine your tax status as nonresident alien or resident alien.

Nonresident Alien:

- A student present in the U.S. for less than 5 calendar years under an F, J, M, or Q visa
- A J-1 Scholar, teacher, trainee, professor, or short-term visitor present in the U.S. for less than 2 years.

Resident Alien:

- Permanent resident (green card holder)
- F, J, M, or Q visa holder that have met the “substantial presence test” (i.e. have been in the U.S. longer than 2 or 5 years as outlined under the nonresident alien definition above).

Form W-2

Annual tax statement used to report wages and compensation of employees.

Employment income reportable on Form W-2:

- Student Worker, Faculty, and Administrative Support staff - is subject to Federal income tax, Pennsylvania personal income tax, and City of Philadelphia wage tax

If you worked at Penn, your Form W-2 is available for viewing and printing in [Workday](#).



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The screenshot shows the Penn Benefits, Comp and Pay Hub. On the left is a sidebar with icons for Home, Academic, Learning, Payroll, Personal, Recruiting, Support, Team, and More. The Personal icon is highlighted with a red box. The main area has a 'Benefits, Comp and Pay Hub' title with a globe icon. Below it is an 'Overview' section with 'Benefits' expanded, showing 'Pay' which is also expanded and has 'Tax' selected (indicated by a checkmark). Other sections include 'Payments' and 'Arrears'. Under 'Compensation', there's a 'Suggested Links' section with links to '2025-2026 Full-ti...', 'Penn Benefit Extr...', and 'Health and Welfar...'. A red box highlights the 'Tax' link under 'Pay'.

The screenshot shows a table titled 'All Tax Documents' with 7 items. The columns are 'Tax Year', 'Company Name', 'Tax Form', 'Issued Date', and 'Employee Copy'. The first row shows '2025' in the Tax Year column, 'Trustees of University of Pennsylvania' in the Company Name column, 'W-2' in the Tax Form column, '01/09/2026' in the Issued Date column, and a 'View/Print' button in the Employee Copy column. Red boxes highlight the 'All Tax Documents' title, the 'Tax Year' column header, the 'View/Print' button, and the '2025' entry in the Tax Year column.

All Tax Documents				
Tax Year	Company Name	Tax Form	Issued Date	Employee Copy
2025	Trustees of University of Pennsylvania	W-2	01/09/2026	View/Print

If you did not work or receive compensation in the calendar year, you will not have a Form W-2.

If you worked off-campus and have not received your W-2, you should contact the off-campus employer.

Verify that your social security number on the W-2 matches your social security card. If a correction is needed, please contact Penn Employee Solution Center by email at solutioncenter@upenn.edu or by phone (215)898-7372.

Form 1042-S

Annual tax statement used to report most payments and tax withholding to nonresident aliens including:

- Taxable scholarships/fellowships
- Prizes/Awards
- Treaty reporting (for both Nonresident Alien and Resident Alien)

Form 1042-S will be distributed in the following methods:

- Electronic form - If you have given consent to receive your tax forms electronically in [Sprintax Calculus](#) an email notification will be sent with instructions to access your forms.
- Mail – If you have not consented to electronic delivery in Sprintax Calculus, the tax forms will be mailed to the current home address on file in Sprintax Calculus.

Any concerns regarding form distribution should be directed to Penn Employee Solution Center by email at solutioncenter@upenn.edu or by phone (215)898-7372.

Form 1099

Form 1099 is used to report certain payments of \$600 or more to individuals who are U.S. Citizens or Resident Aliens only. Examples of income reported on this tax form is taxable prizes, awards, and nonemployee compensation.

Questions regarding 1099 forms should submit a ticket to [BEN Helps](#) or call (215)746-HELP.

Form 8843

If an F-1 and J-1 student/scholar did not earn any U.S. income during the calendar year, they do not need to file an income tax return. Instead, please file Form 8843 by June 15th. Sprintax will complete this form for you, but you must print, sign, and mail by the June 15th due date.

Form 1098-T

IRS Form 1098-T details tuition and related fees during the calendar year.

Form distribution:

- Mail - The 1098-T form is mailed to the home/permanent address listed on your University of Pennsylvania student record.
- Online - We partner with our vendor, Heartland ECSI, to deliver your 1098-T form electronically within [Penn.Pay](#)

Nonresident Alien: If you are classified as a nonresident alien as defined by the IRS and are identified as such in the University of Pennsylvania student records system, you will not be sent a 1098-T form. You may request a copy from Student Financial Services, but it is for **informational purposes only and cannot be included on a tax return**.

Resident Alien: Please consult your tax advisor for assistance regarding your eligibility to claim an education tax credit.



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*Note: Any questions or concerns regarding Form 1098-T should be directed to Student Registration & Financial Services
Email: Student Accounts stuaccts@pobox.upenn.edu (Please allow 24-48 hours for a reply)
Phone: 215-898-1988*

TL11-A – Canadian students only

Tuition and Enrollment Certificate for Universities outside of Canada is completed by Student Registration & Financial Services.

Contact information for SRFS:

Email: Student Accounts stuaccts@pobox.upenn.edu (Please allow 24-48 hours for a reply)
Phone: 215-898-1988

Nonservice Fellowship

Nonresident Alien - You will be issued a Form 1042-S to report on your Federal Income Tax Return. See 1042-S section for information regarding distribution of this form.

Resident Alien - Penn is not required to withhold Federal taxes, Pennsylvania state taxes, or City of Philadelphia wage tax or report any payments on IRS Form W-2. We can issue a summary letter upon request through the Penn Employee Solution Center by email at solutioncenter@upenn.edu or by phone (215)898-7372. You are responsible for reporting the taxable portion on your tax return and pay any taxes due. In some cases, you may be required to pay quarterly estimated payments.

Graduate Student Appointments

Employment income reportable on Form W-2:

Teaching Assistant/Research Assistant - is subject to Federal income tax, Pennsylvania personal income tax, and City of Philadelphia wage tax.

Teaching Fellow/Research Fellow - is subject to Federal income tax, City of Philadelphia wage tax, but not Pennsylvania personal income tax.

Post-Doctoral Researchers

Post-Doctoral Researchers will receive a Form W-2. Your income is subject to Federal, State and City taxes.

- Nonresident aliens are exempt from FICA (OASDI and Medicare taxes).
- Resident aliens are subject to FICA (OASDI and Medicare taxes)

If there are questions regarding FICA reporting on your W-2, please contact the Penn Employee Solution Center at 215.898.7372 or solutioncenter@upenn.edu



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Federal Tax Software

Nonresident Alien

1. Do NOT use Turbotax to prepare your tax return. Please contact ISSS for directions to use Sprintax Returns.
2. If you use a paid preparer, please verify that they can file a Form 1040NR or 1040NR-EZ

Resident Alien

1. You will file a tax return as a U.S. person.
2. You may use any tax software (except Sprintax Returns) and may also use a paid preparer.

State Tax

If you received a Form W-2 with wages in box 16 you are required to file a state tax return.

Definitions for state tax purposes only!

- Resident – is an individual that lives in the state.
- Nonresident – is an individual that does not live in the state but has earned taxable income within that state.

NOTE: Generally, states do not consider the immigration status of an individual for tax purposes. The terms Resident/Nonresident refer to the state you are domiciled and not based on the substantial presence test.

Additional resources for PA and NJ state filings:



Preparing your Pennsylvania state tax return -

<https://www.revenue.pa.gov/OnlineServices/PersonalIncomeTaxe-Services/efile/Pages/default.aspx>



State of New Jersey
Department of the Treasury

Preparing your New Jersey state tax return - <https://www.state.nj.us/treasury/taxation/filing01.shtml>

City of Philadelphia

Generally, there is no tax return filing requirement for the City of Philadelphia if no additional City Wage Tax is due.

Scams

- The IRS will mostly communicate through mail



- The IRS will never:
 - Call to demand immediate payment using a specific payment method such as a prepaid debit card, gift card or wire transfer. Generally, the IRS will first mail a bill to any taxpayer who owes taxes.
 - Threaten to immediately bring in local police or other law-enforcement groups to have the taxpayer arrested for not paying.
 - Demand that taxes be paid without giving taxpayers the opportunity to question or appeal the amount owed.
 - Ask for credit or debit card numbers over the phone.
 - Call about an unexpected refund.
- Scammers are saying your Social Security number (SSN) has been suspended because of suspicious activity, or because it's been involved in a crime. Do not give any personal information.
- Use caution and common sense.

Questions

Please contact the Penn Employee Solution Center at 215.898.7372 or solutioncenter@upenn.edu.

Additional Resources

- IRS Publication 970, Tax Benefits for Education - <https://www.irs.gov/forms-pubs/about-publication-970>
- IRS Publication 519, U.S. Tax Guide for Aliens - <https://www.irs.gov/forms-pubs/about-publication-519>
- Instructions for Form 1040NR, US Nonresident Alien Income Tax Return - <https://www.irs.gov/pub/irs-pdf/f1040nr.pdf>
- Instructions for Form 1040, US Individual Income Tax Return - <https://www.irs.gov/pub/irs-pdf/f1040gi.pdf>
- Instructions for Form 8843, Statement for Exempt Individuals and Individuals With a Medical Condition - <https://www.irs.gov/pub/irs-pdf/f8843.pdf>
- Guide to Grad Student Appointments - <https://www.finance.upenn.edu/wp-content/uploads/Guide-to-Graduate-Student-Appointments.pdf>
- Guide to Post-Doctoral Appointments - <https://www.finance.upenn.edu/wp-content/uploads/Guide-to-Post-Doctoral-Appointments.pdf>
- Taxes 101 for Undergraduates – presented by Penn Corporate Tax, Compliance, and Payroll.