NEVADA SYSTEM OF HIGHER EDUCATION
Employee Notification Sheet

All individuals who are not citizens or legal permanent resident aliens of the United States are strongly recommended to attend a Nonresident Alien Employee Orientation before receiving any payment from the Nevada System of Higher Education (NSHE). During the orientation with the Nonresident Alien Tax Specialist, you will be discussing your appropriate tax withholding status and complete any additional tax withholding or exemption forms.

You must bring the following documents with you to your orientation with the Nonresident Alien Tax Specialist:

1. Passport(s) with your visa stamp and Form I-94;
2. Form DS-2019 if you are a J-1 visa holder, Form I-20 if you are an F-1 visa holder, Form I-797 if you are an H-1B visa holder, and/or any other immigration documents you have in your possession; and
3. Your social security card or social security number application receipt generated by the Social Security Administration.

If you do not meet with the Nonresident Alien Tax Specialist before your first paycheck is processed, the maximum rate of U.S. federal income tax will be withheld from your paychecks. Such taxes withheld cannot be refunded by NSHE.

Please go to http://www.howler.unr.edu/ppp to register for an orientation and forward any questions to nra@unr.edu or (775) 784-6662.

_________________________________
Employee Name (Print)

_________________________________  _______________________
Employee Signature       Date

_________________________________  _______________________
HR/Personnel/NSHE Representative Signature  Date