**[Optional email to be sent from SEAS administrative contact to foreign reimbursee to give them the head’s up about Glacier and the reimbursement process]**

Dear \_\_\_,

We are in the process of adding you to Harvard’s vendor file in order to issue a payment to you.

Once the process is initiated, you will receive an email from the GLACIER system with login and password instructions. The login information will come from support@online-tax.net. Please be sure to check your email junk/spam folder.

GLACIER is Harvard’s secure online tax compliance system that allows foreign individuals to enter in their personal information and automatically calculates their U.S. tax residency status.  The entire process should take 15 minutes. Please have your passport and immigration status documents available before you begin.

You are responsible for logging into GLACIER and completing your tax data and then signing and mailing the completed documents and forms to the Harvard Non-Resident Alien (NRA) Tax Office via secure email (nratax\_ufs@harvard.edu) or regular mail (Non Resident Alien Tax Compliance, President and Fellows of Harvard College,  1033 Mass Ave 2nd Floor; Cambridge, MA 02138). Please make a copy of the signed documents and forms and retain the copies for your records.

If you have any questions regarding the forms, please call the NRA Tax Office directly: 617-495-8500 ext. 5. Keep in mind that Harvard does not offer individual tax reporting/filing advice; refer to your accountant or tax advisor if needed.

Please be advised that until those steps are completed, your payment/reimbursement will not be processed.