DEPARTMENT OF GOVERNMENT
Teaching Fellow Appointment Checklist

In addition to completing the Teaching Appointment Information Form, you may also need to submit additional paperwork to receive payment for your teaching if you fall into one or more of the categories below.

Working at Harvard for the first time:
- Complete in person an I-9, W-4*, and M-4† at Smith Campus Center 470
- Bring to Smith Campus Center 470 either:
  a) U.S. Passport,
  b) photo ID and Social Security Card, OR
  c) other acceptable documents as listed on page 9 of the I-9.

Temporary Alien (i.e., not a U.S. Citizen or Permanent Resident):
- Bring to Smith Campus Center 470 all of the following:
  a) I-9
  b) Foreign passport,
  c) Form I-94,
  d) U.S. Visa, AND
  e) Form I-20 (for F-1 Visa) or Form DS-2019 (for J-1 Visa).
- Create your record in Harvard’s tax compliance system, GLACIER.

NOTE: You cannot be added to the payroll system until you have completed the GLACIER process.

International Student without a Social Security Number (SSN):
- If you do not have a Social Security Number, you will need to obtain one to receive payment. More information on obtaining a SSN can be found on the Harvard International Office website. Our office can provide you with a job offer letter should you need one.

Not a registered graduate student at any Harvard school:
- Provide a current CV. The CV can be e-mailed along with your TF Information Form.

Obtaining a Harvard University ID (HUID):
- Non-Harvard affiliates are eligible to receive a Harvard University ID once your appointment begins. More information about the HUID can be found on the Harvard University ID Services website.

FORMS

I-9 Form (Employment Eligibility Verification)

* W-4 (Federal Tax Withholding)

<table>
<thead>
<tr>
<th>Category</th>
<th>Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harvard Students who are U.S. Citizens or Permanent Residents</td>
<td>Tax Withholding Allowance Certificate (IRS Form W-4) for Harvard Students</td>
</tr>
<tr>
<td>Non-Harvard students who are U.S. Citizens or Permanent Residents</td>
<td>Tax Withholding Allowance Certificate (IRS Form W-4)</td>
</tr>
<tr>
<td>Not U.S. Citizen or Permanent Resident except for nationals of Canada, Mexico, and South Korea and students from India</td>
<td>Tax Withholding Allowance Certificate (IRS Form W-4) for NRAs (all countries except Canada, Mexico, and South Korea and students from India)</td>
</tr>
<tr>
<td>Nationals of Canada, Mexico, and South Korea; and students from India</td>
<td>Tax Withholding Allowance Certificate (IRS Form W-4) for NRAs from Canada, Mexico, and South Korea; and students from India</td>
</tr>
</tbody>
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† M-4 (Massachusetts State Tax Withholding)

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<tr>
<td>Harvard Students</td>
<td>Tax Withholding Exemption Certificate (MA Form M-4):</td>
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<tr>
<td></td>
<td>Harvard Students ONLY</td>
</tr>
<tr>
<td>Non-Harvard students</td>
<td>Tax Withholding Exemption Certificate (MA Form M-4)</td>
</tr>
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