

**TAX TREATY POLICY & PROCEDURES
FOR
INTERNATIONAL STUDENTS**

Case Western Reserve University provides tax treaty exemptions to all non-resident alien student employees who qualify for such benefits.

1. Make certain you currently reside in a country that has negotiated tax treaty benefits for non-resident alien students.
2. If you currently reside in a country that has a tax treaty in effect, schedule an appointment with Betty Capasso at 368-5938, in the Payroll Office for an interview.
3. Bring the Following documents to your interview:
 - Passport
 - Copy of Form I-20 (Issued by the International Office) **OR** the IAP66 form.
 - Social Security Card
 - **Completed & Signed** Foreign National Information Form
 - Award letter if on a Fellowship
 - I-94 Form (White card inside your passport)

The above documents will determine whether you are eligible for tax treaty benefits.

4. If eligible for tax treaty benefits all necessary forms will be completed for your signature.

To schedule an appointment please contact Betty Capasso:

Phone: 368-5938
OR E-mail: betty.capasso@case.edu

The Tax Treaty Office is located in the: Bio-Enterprise Building
11000 Cedar Avenue
Cleveland, Ohio 22106
Room 334