STEP ONE: Gather the following documents and information as references you may need. (Note: You may not have or need some of these; this is a list of all the documents you might need.)

- Passport, Visa, I-94 record
- Your Exit and Entry Dates for all past U.S. visits
- Your I-20, DS-2019, or other immigration documents
- **Social Security number** (if you do not have a Social Security number, you will need an Individual Tax Identification Number, which can be obtained through GLACIER Tax Prep).

**NOTE:** Students and scholars filing the Form 8843 only are not required to have an ITIN or SSN.

- Current U.S. Address AND Permanent Foreign Address
- Name of Educational Institution or Sponsoring Organization
- Form(s) W-2, **1042-S***, 1099
- Scholarship or Fellowship grant letters (if not related Form 1042-S)
- Copy of past year’s tax forms (if you had any)

*If you have a scholarship, fellowship, or graduate assistantship, you may receive a statement called a 1042-S form from the University of Kentucky. This must be attached to your federal tax forms. The 1042-S will be mailed out by UK payroll after February 28th. Therefore, please wait until you receive this form before using GTP.*

STEP TWO: Visit our international services online system (called iCAT) and login with your UK link blue credentials (username and password) then follow these steps below.

1. Visit [https://icat.uky.edu](https://icat.uky.edu) and click LOGIN button in the “Full Client Services for Students & Scholars” section.
2. Enter your University of Kentucky link blue credentials (username and password).

Click the Glacier Tax Prep tab on the left side of the iCAT portal. Then click the access button to launch the GLACIER website. **NOTE:** Students and scholars filing the Form 8843 only are not required to have an ITIN or SSN.
3. Create an individual account with Glacier Tax Prep (Note: If this is your first time using GTP). If you are returning and you have forgotten your password click “Forgot Password”

4. Answer the questions in GTP. GTP will ask you a series of questions and will use your answers to fill in all necessary U.S. government tax forms for you. It will also inform you of any tax treaty benefits that may apply to you. Once submitted, GTP will determine your tax return filing requirements.

5. Print the forms GTP generates. Review, sign and mail them no later than April 15.

   Note: nonresident taxes cannot be submitted electronically; GTP will tell you the mailing address to use.