

THE CALIFORNIA STATE UNIVERSITY  
Office of the Chancellor  
401 Golden Shore Drive  
Long Beach, California 90802-4210  
(562) 951-4610

Date: January 23, 2001

Code: AD 01-03

To: Vice Presidents for Administration

From:   
William P. Musselman  
Director of Accounting  
Business and Finance

Subject: Non-Resident Alien (NRA) and Windstar Technologies

On February 6, 2001 at the Chancellor's Office and February 8, 2001 on the Sacramento campus, Windstar Technologies will demonstrate their International Tax Navigator software package designed to assist in the identifying, tracking, and reporting of nonresident aliens (NRAs). They will also demonstrate their Visa Manager program, which is already in use on several of our campuses.

The software package is the only one of it's kind and is in use at universities throughout the nation. Although it is a standalone application, a PeopleSoft interface has been designed but not yet implemented. Potential acquisition of this technology may be a significant step toward solving many of the NRA problems campuses face. If appropriate, negotiations may be entered into to take advantage of economic quantity purchasing. Included with the purchase of the software is unlimited on-line and telephone advisory service in the area of NRA taxation.

Although anyone interested in the demonstration may attend, we specifically encourage individuals from campus Accounts Payable, Human Resources, Payroll, International Student Services, Audit, Financial Management and auxiliary organizations to attend. We also encourage campus information technology staff to participate.

The demonstration will take place between 10:00 AM and 2:30 PM at the Chancellor's Office and between 9:30 AM and 12:30 PM at the Sacramento campus. Registration is required so that we know how many individuals to expect and to assure that adequate accommodations are secured.

For those planning to attend the demonstration at the Chancellor's Office, there will be a lunch break. Since dining facilities are limited in the area, we will cater a lunch at \$10 per person. This will be an opportunity to discuss the software features demonstrated up to that point with colleagues and to network with individuals outside one's own discipline on a common issue.

Registration forms may be obtained from our website at: [http://www.calstate.edu/tier3/acct/Tax/NRA/NRA-WindstarTech\\_Reg.doc](http://www.calstate.edu/tier3/acct/Tax/NRA/NRA-WindstarTech_Reg.doc). Questions may be directed to Ms. Audra Reed at (562) 951-4610.

WPM:tp AD 01-03

Attachment

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**Distribution:** Presidents  
Financial Managers  
Accounting Officers

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**Office of the Chancellor**  
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## Accounting Officers

# **Non-Resident Alien (NRA) and Windstar Technologies**

**CSU Office of the Chancellor · Business & Finance**

**Long Beach, CA  
Telephone (562) 951-4610  
Fax (562) 951-4865**

**February 6, 2001**

## **Registration Form**

**Please indicate how you would like your name, title and department to appear on your name tag.**

First Name _____	Campus _____
Last Name _____	Address _____
Title _____	City _____
Department _____	Zip Code _____
E-Mail _____	Phone Number _____

**\$10.00 Chancellor's Office Lunch Fee Enclosed**

Lunch fees must be received by **Monday, February 5<sup>th</sup>, 2001**. Please make checks payable to **CSU Trustees**.

**Please submit your registration fee, accompanied with this completed registration form to:**

Ms. Audra Reed, Accounting • CSU Office of the Chancellor •  
401 Golden Shore, 5<sup>th</sup> Floor  
Long Beach, California 90802-4210 • Telephone (562) 951-4610  
• Fax (562) 951-4865