

Immigration Documentation for International Hires

The following is a list of immigration documents needed to verify the Payroll Tax Residency Information Form (TRIF) that is filled out by all new hires that indicate in Section One of their I-9, Employment Eligibility Verification form that they are “an alien authorized to work until...” In addition to completing the Payroll Tax Residency Information Form (TRIF), please copy the employee’s immigration documentation as outlined below. Please make send copies of the documents with the TRIF to Tax Services before making payment to the new hire so that Tax may determine the employee’s tax residency status.

All New International Hires

- Passport: Identification page and all pages relating to current and prior visits to the United States,

And the following documentation dependent on immigration status:

F-1 Student Status

- Form I-20, Certificate of Eligibility for Nonimmigrant (F-1) Student
- Form I-94, Immigration Arrival/Departure Record showing individuals immigration status and of the I-94 Travel History
- F-1 visa (ordinarily found in passport)

F-1 CPT (Curricular Practical Training)

- Form I-20, Certificate of Eligibility for Nonimmigrant (F-1) Student, with second page employment information completed
- Form I-94, Immigration Arrival/Departure Record showing individuals immigration status and of the I-94 Travel History
- F-1 visa (ordinarily found in passport)

F-1 OPT (Optional Practical Training)

- Form I-20, Certificate of Eligibility for Nonimmigrant (F-1) Student, with second page employment information completed
- Form I-94, Immigration Arrival/Departure Record showing individuals immigration status and of the I-94 Travel History
- F-1 visa (ordinarily found in passport)
- EAD – employment authorization card, usually a photo id card authorizing work for one year

J-1 Student or J-1 Scholar

- DS-2019, Certificate of Eligibility for Exchange Visitor(J-1) Status
- Employment Letters
- Form I-94, Immigration Arrival/Departure Record showing individuals immigration status and of the I-94 Travel History

H1B Status

- I797A, Petition for a Nonimmigrant Worker
- Form I-94, Immigration Arrival/Departure Record showing individuals immigration status and of the I-94 Travel History (note: the I-94 may be attached to the I-797A Notice)