

AUBURN UNIVERSITY FOREIGN NATIONAL EMPLOYMENT VERIFICATION AND TAX FORM

The purpose of the Foreign National Employment Verification and Tax Form is to ensure that accurate information is used to file federal employment forms and assist departments in complying with federal employment regulations.

INSTRUCTIONS

Employee

1. If you are on assistantship you must take this form to the Administrative Assistant who processes payroll in your home department for their verification of your current employment status.
2. Take the completed form to the Department that is hiring you if different from your home department.
If you have any questions about taxes, please contact the AU Non-Resident Foreign National Tax Specialist (Ms. Tammy Morgan), 212 Ingram Hall or email morgata@auburn.edu

Employee's Home Department

This person has requested employment with Auburn University. Please verify the current employment status of this person and hours worked per week (including any assistantship).

FEDERAL LAW STIPULATES THAT FOREIGN NATIONAL STUDENTS ON F-1 AND J-1 VISAS CANNOT WORK MORE THAN 20 HOURS PER WEEK WHILE CLASSES ARE IN SESSION DURING FALL AND SPRING SEMESTER.

Students on F-1 and J-1 visas working more than 20 hours per week during fall and spring semester while classes are in session are considered "out of status," making them ineligible to continue their academic program.

Hiring Department

1. The Office of International Programs is sending you a Foreign National Employment Verification and Tax Form to assist a foreign national obtain employment.
2. ***Please verify using the NBAJOBS Banner screen that any F-1 or J-1 student will not be working more than a combined total of 20 hours per week while classes are in session during fall and spring semester.*** NOTE: Employment for more than 20 hours per week can have serious repercussions to the student's immigration status.
3. Please return a copy of the completed Form to the OIP by FAX (4-4983) or campus mail.
4. The employee will provide you their original I-9 documentation.
5. The EPAF hiring document can then be processed.
6. Send to Human Resources the completed Foreign National Employment Verification and Tax Form along
with the employee's original I-9.

Auburn University Foreign National Employment Verification and Tax Form

☐ New I-9 New to University ☐ Change in Status/Passport – Re-verify I-9
☐ Extension of Existing I-9 / Status Verification

TO BE COMPLETED BY FOREIGN NATIONAL EMPLOYEE (Name must be identical to that on the passport.)

Last Name (Surname)

First Name

Middle

Email Address

Country of Citizenship

Date of birth (m/d/yr)

Country of tax residence

**Foreign
Address**

City

State

Country

Postal Code

Do you have a social security card? ☐ Yes ☐ No ☐ Applied for

Stop here and print/sign your signature below if you are a lawful permanent resident of the USA.

Please list all periods of stay in the USA during the last 3 calendar years and all periods of stay as an F, J M, or Q visa holder since 1/1/1988

First date of entry into US under your CURRENT immigration status? (month, day, year)

Date of Entry	Date of Exit	Visa type	If J-1 – list category	Purpose of stay	Have you taken any treaty benefits?
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No

There is more space for entry dates on the next page if needed.

I the above-named hereby certify that all of the above information is complete, true and correct. I understand that if I apply for a change of status from that which I have indicated above, I must report such change to AU and complete an additional form. Failure to report such information may result in termination of employment until proof to eligibility to work is provided.

Printed Name

Signature

Date:

TO BE COMPLETED BY THE OFFICE OF INTERNATIONAL PROGRAMS

BANNER ID# _____

Dates of Legal Employment (mo/day/yr): Begin _____ End _____

SEVIS / A ID#: _____ I-94#: _____

☐ I-20 ☐ DS-2019 ☐ Passport expiration

☐ EAD card ☐ LPR card ☐ H-1B approval notice ☐ Other (explain) _____

OIP Signature

Date

TO BE COMPLETED BY EMPLOYEE'S HOME DEPARTMENT (Please see instructions on reverse side.)

Department _____ How many hours per week does this student work for your Department? _____

Departmental Signature _____ Printed Name: _____

TO BE COMPLETED BY THE HIRING DEPARTMENT / OFFICE (Please see instructions on reverse side.)

After employment this student will be working _____ hours / week for Auburn University.

Department _____ Signature _____

OIP Staff Only: Date Banner GOAINTL updated/verified: _____ Initials: _____

