Foreign National Work Authorization Dept Flowchart – Extension/Change of Status (Reverification)

Office of International Programs → **Office of Tax Compliance** → **Authorized Verifier - Department/ Onboarding Ctr/ or TES** → **Human Resources Records**

STATUS TYPES

H-1bs:
- Department must initiate sponsorship for extension of status, if applicable

F-1 and J-1 Students:
- Extensions MUST be requested by the student.

J-1 Scholars:
- Departments must request sponsorship for extension of status.

Perm Residency:
- Departments may initiate sponsorship, if applicable. An employee may sponsor themselves if eligibility requirements are met.

Office of International Programs

- Office of International Programs issues documents for F-1 and J-1 students, J-1 scholars and H1-B sponsorships (F1 and J1 students and J1 scholars **must** check-in with the Office of International Programs for SEVIS registration)
- Permanent Residents: If sponsorship is supported for employee, the employee will work the Office of International Programs in proper filings.
- For additional information, visit: **https://auburn.edu/international/isss**

Office of Tax Compliance

- Employee submits the proper tax compliance form based on extension of status through on-line form submission for one of the following:
    1. Change of Status/Extension
    2. Lawful/Conditional Permanent Resident
- Documentation will be required to be included with the form submission, forms accessible by visiting: **https://www.auburn.edu/administration/business-finance/financial/tax-compliance.html**
- An email that provides Legal Dates of Employment for the extension/change of status will be sent to the department contact on the form

- **Employee:** Contact the department office administration or make an appointment with the Onboarding Center for reverification of the work authorization by calling 334-844-1763 or by visiting: **http://aub.ie/onboardappointment**

- **TES Employee:** Contact the department office administration or make an appointment with the TES Office for completion of the reverification of the work authorization via **http://aub.ie/tesappointment**

Authorized Verifier - Department/ Onboarding Ctr/ or TES

- Upon completion of the appropriate tax compliance form, a reverification of the work authorization of the Form I-9 will be completed

- Bring your **ORIGINAL** documentation to the university verifier for the Form I-9 process

- If an electronic Form I-9 does not exist in the system, the reverification must be completed on a PAPER form by visiting: https://www.USCIS.gov
- If PAPER form is completed, upload a copy of the form along with supporting documents to the Records Verification secure upload: **https://www.auburn.edu/administration/human_resources/Secure_Document_Upload/hrrecords.html**

- **IMPORTANT REMINDER:** To ensure Federal compliance, the FORM I-9 reverification must be completed prior the expiration of the previous status end date

Human Resources Records

- Verifier notifies Human Resources Records at humnres@auburn.edu that the reverification has been completed.

- Records updates the end date in the HR Information System (HRIS) and appropriately files the information.

Updating the SS Number:

- NOTE: If an employee that does not have a current SSN, when the new card is received, please contact Onboarding Center to update the Form I-9 record and to finish the E-Verify action.
- A copy of the SS card must be provided to Records via the secure Verifications Documents upload: **https://www.auburn.edu/administration/human_resources/Secure_Document_Upload/hrrecords.html**