

Effective December 1, 2004

To ensure consistency in processing I-9 forms for international students, we are instituting the following new procedure:

When a student is completing an I-9 form as part of their hiring paperwork, and he or she checks the third box on the form that states:

"I attest under penalty of perjury, that I am (check one of the following):"

**" X An alien authorized to work until _____
(Alien # or Admission # _____)"**

which alerts you at that point to their status (of not being a lawful citizen or national of the United States, or a lawful permanent resident)

...at that point ask them to take the I-9 form and their associated immigration paperwork (i.e. passport, I-20, I-94) to The Center for Career and Leadership Development in SFLC 349 and ask for Cathy Taylor or Liz Stoff. (We will ensure that other staff knows how to complete the paperwork in our absence, should that occur.)

International students will be filling out tax forms through an on-line process administered by WL, therefore you will not have to worry about tax forms and their associated treaties, etc.

I will then send the completed I-9 form to budget and payroll.

What I need from you: when the above event happens, **please fax a copy, to my attention, of the payroll change form** so that I know the start date. I-9's must be completed within 3 days of the employee's start date so we will want to make sure we are in compliance. That's it. No I.D. copying, no tax forms.

Why the change?: To ensure consistency in the documentation process as it relates to I-9's and international students, and alleviate the burden on you of having to decipher various immigration forms.

Please contact me if you have any questions or concerns,

Cathy Taylor
Student Employment Coordinator
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