FOREIGN NATIONAL NEW HIRE CHECKLIST

To avoid processing and payment delays, include all the original, signed forms and supporting documents listed below. Please note that incomplete new hire paperwork will NOT be processed.

☐ Payroll Authorization Form [PRA]

☐ Foreign National Data Sheet

☐ Passport
☐ I-94
☐ Social Security Card or letter of approval from S.S. Administration.
☐ Visa [does not apply to Canadian and Mexican citizens]
☐ I-20 [F-1 visa holders only] or DS-2019 [J-1 visa holders only]

☐ IT-2104 or IT-2104.1

☐ I-9 Form

Please note that you may use the foreign passport and I-94 card as indicted on List A of the I-9 Form instruction page.

DO NOT photocopy more than one document per page.

☐ Personal Data Sheet

☐ Affirmative Action Data Form

☐ Direct Deposit Form [optional, but highly recommended]

Please include one of the following:

☐ Voided Check
☐ Letter from bank

Please contact Jose A. Bueno with questions. buenoj@newschool.edu x3838