

## **FOREIGN NATIONAL CHECKLIST FOR EMPLOYEES**

In order that the University may correctly determine your current immigration status for tax purposes, please complete the paperwork indicated under your appropriate visa status below. You should bring the original documents plus two copies of all of the following documents that pertain to you. Payroll Services will withhold all FICA, FEDERAL and STATE Taxes until we have this information from you on file. If your immigration status changes, please notify us immediately so we may update our records. If your Visa type is not indicated below, you will need to contact Brandy Sisson at [sisson@slu.edu](mailto:sisson@slu.edu) or call 314-977-2474 for an appointment to complete your paperwork.

### **J-1 Teacher/Researcher Visa**

- Saint Louis University Foreign National Tax Information Form (type and print)
- I-94 Form (For copy of automated form, go to <http://www.cbp.gov/I94>)
- U.S. Visa (also make copies of ALL U.S. VISA stamps with dates of entry)
- Passport
- DS-2019
- Social Security Card *or* Application Receipt for Social Security Card (\*For New Employees Only)

For Employees who qualify for tax treaty benefits:

- Call to make an appointment with Brandy Sisson
- Review and sign Form 8233 and treaty attachment

### **F-1 Student Visa**

- Saint Louis University Foreign National Tax Information Form (type and print)
- I-94 Form (For copy of automated form, go to <http://www.cbp.gov/I94>)
- U.S. Visa (also make copies of ALL U.S. VISA stamps with dates of entry)
- Passport
- I-20
- Social Security Card *or* Application Receipt for Social Security Card (\*For New Employees Only)

For Employees who qualify for tax treaty benefits:

- Call to make an appointment with Brandy Sisson
- Review and sign Form 8233 and treaty attachment

### **H-1 Temporary Professional Worker Visa**

- Saint Louis University Foreign National Tax Information Form (type and print)
- I-94 Form (For copy of automated form, go to <http://www.cbp.gov/I94>)
- U.S. Visa (also make copies of ALL U.S. VISA stamps with dates of entry)
- Passport
- I-797
- Social Security Card *or* Application Receipt for Social Security Card (\*For New Employees Only)

### **Green Card Holder**

- Saint Louis University Foreign National Tax Information Form (type and print, items 1 through 11)
- Green Card
- Social Security Card *or* Application Receipt for Social Security Card (\*For New Employees Only)