



# University of Pittsburgh

**Financial Operations**  
Payroll Department

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## Non-Immigrant Appointment Packets Check List of Required Documentation for Hiring Departments

The Internal Revenue Service requires that all new hires complete a **Form I9** by their first day of employment to verify employment authorization. (See the I-9 instructions for acceptable supporting documentation.)

Additionally, Payroll requires the following documentation in order to properly determine taxation.

VISA TYPE	EMPLOYMENT AUTHORIZATION
All VISAs	<b>Social Security card</b> or Social Security department authorized receipt of application. If there is not a number on the receipt, we will assign a temporary number until they receive their social security card.
	<b>Foreign National Information Form</b> <a href="http://www.bc.pitt.edu/payroll/forms.html">http://www.bc.pitt.edu/payroll/forms.html</a>
	<b>Passport</b>
	<b>I-94 Arrival/Departure Record</b> (Issued by the Immigration and Naturalization Service inspector at the airport or US port of entry. States the immigration status and period of time that the individual can stay in the U.S.)
<b>F1Student</b>	<b>I-20 Certificate of Eligibility or Employment Authorization Card</b> (for Optional Practical Trainees)
<b>J1Student/Non Student</b>	<b>DS2019 Certificate of Eligibility</b>
<b>J2 Dependent</b>	<b>Employment Authorization Card</b>
<b>H1B</b>	<b>I-797A Notice of Action*</b> . Copy of I-129 petition and letter from sponsor detailing job responsibilities required for treaty benefit consideration.
<b>O1</b>	<b>I-797A Notice of Action*</b>
<b>E3</b>	<b>I-797A Notice of Action*</b>

\*The I-797B is acceptable only when accompanied by a memo from the Office of International Services authorizing the 240-day rule. The I-797C may be used in portability situations when accompanied by a memo from OIS and a copy of the I797-A from the previous employer.

**All new non-immigrant employees must contact the Office of International Services to verify their visa status.**

To avoid delays in processing, complete all forms and attach all documentation. Incomplete appointment packs are not processed until all required documentation is received.

Please direct questions to the Payroll mailbox at [payrollinfo@bc.pitt.edu](mailto:payrollinfo@bc.pitt.edu).