

The Following Original Documents Must Be Provided and copies will be made of:

Name

If you have been referred to the Nonresident Alien Tax Compliance Office for a tax analysis as part of your hiring process, you will be asked to produce certain documents to verify dates and immigration status for determining your residency status for Federal income tax withholding purposes.

**NOTE:** You are not asked to produce these documents as an employment requirement. Certain other documents can be used to verify your eligibility for employment at CSUB.

***However, current Federal laws state that if you are not a United States citizen we must ask to see these documents and perform a tax residency analysis before the University can legally pay you any money for services, scholarships or other awards.*** If CSUB does not comply with these rules the University may be assessed substantial fines and penalties by the Internal Revenue Service.

**ATTACH COPIES TO THIS FORM**

<b><i>If you have this INS Classification...</i></b>	<b><i>Photocopies of these Documents will be made.</i></b> The University will use these forms to verify your status for income tax-withholding purposes. <b><i>Payment will not be made if documents are missing.</i></b>
Permanent Resident	Permanent Resident or Resident Alien (Green Card)
Permanent Resident Applicant	A valid (unexpired), Employment Authorization Card and Letter from INS stating that your Permanent Residency application has been processed your Stamped Passport indicating "Processed for I-551".
F-1 Student	I-94 Departure Record card and I-20 Form and Passport and US Visa. "Optional Practical Training" (OPT) students may also be required to have a valid EAD Card indicating "Practical Training".
J-1 Student	I-94 Departure Record card and IAP-66 Form and Passport and US Visa and Letter from J-1 Responsible Officer authorizing employment.
J-1 Professor or Researcher	I-94 Departure Record card and IAP-66 Form and Passport and US Visa and Certificate of Eligibility (J-1 status).
J-2 Spouse	I-94 Departure Record card and a Valid (unexpired) Employment Authorization