

Non-US Citizens/Non-Permanent Residents Handout Pre-Onboarding Requirement Employment Eligibility and Tax Compliance Determination

Permanent Residents DO NOT need to complete the First 2 steps below.

As a New Hire you are required to complete the Onboarding Process, please see “Mandatory First Steps” PDF Guide under: <https://www.csusb.edu/academic-personnel/unit-3-faculty-resources>. However, in order to ensure Employment Eligibility and proper Tax Status please determine early in the process if you have proper documentation at hand and you can be hired by the University. Therefore, Non-US Citizens/ Non-Permanent Residents need to complete (in person) 2 steps PRIOR to coming to HR for New Hire Intake Meeting, it can be done on the same day, but the appointments need to be scheduled ahead of time.

DETERMINE YOUR EMPLOYMENT ELIGIBILITY ASAP or as practical

Step A. Employment Eligibility Validation

Appointment strongly encouraged: Please contact **Elanor Perry** from **Center for International Studies & Programs** at (909) 537-5193, Email: eperry@csusb.edu to **validate employment eligibility and obtain the NRA form**, needed for your Tax Compliance and HR Intake Meetings. **Location: CE-356 to check in.**

Step B. Tax Compliance Determination

Available by appointment only: Contact **Maggie Mutadzakupa** (909)-537-7575, Email: mmutadza@csusb.edu or **Tan Nguyen** (909) 537-3988, Email: Tan.Nguyen@csusb.edu from **Reporting & Tax Unit** to complete the **Tax Compliance Process** and **Employee Action Request form (EAR) (W-4 form)**, needed for your HR Intake Meeting. **Location: CH-119.**

CSUSB is required by Internal Revenue Service (IRS) to withhold U.S. income tax and file reports with IRS in connection with any payments made to foreign individuals.

Documents required at your Tax Compliance Appointment:

- Passport
- I-20 and Employment Authorization Card (If employee is on OPT)
- Form I-797 for H1B Employees
- Form I-94
- Social Security Card
- NRA Form obtained from “Center for International Studies & Programs” (from Step 1 above)

Step C. HR New Hire Intake Meeting (Step 1 of Onboarding Process)

Registration Required. Please see “Mandatory First Steps-Onboarding Instructions Guide” (PDF) at: <https://www.csusb.edu/academic-personnel/unit-3-faculty-resources>

List of Acceptable Documents: To see more info click on the Registration Link for **Unit 3 (Faculty)**.

<https://www.csusb.edu/human-resources/employment/hiring-process/new-hire-intake-meetings>

Names on ALL documents you will be presenting MUST match. The hiring process cannot be complete if the names on the documents used for verification of identity and employment eligibility do not match.

Ongoing

When you **renew** your Employment Eligibility Documents, **you will need to repeat** the above outlined 3 Step process to be in compliance with **Reverification of I-9 Form**.