

NON RESIDENT ALIEN REQUIRED DOCUMENTS

CLASSIFICATION	REQUIRED ATTACHEMENTS MUST BE SUBMITTED WITH THE PAYROLL DOCUMENTS AND CITIZENSHIP STATUS FORM
Permanent Resident	Resident Alien Card, or I-551 Stamped from passport, or copy of (U.S. Citizenship & Immigration Service) approval letter.
Permanent Resident Applicant	A valid (unexpired) Employment Authorization Card and a letter from INS stating that a Permanent Resident application has been processed, or a stamped Passport indicating “Processed for I-551”.
Asylee, Refugee, or TPS	Copy of (U.S. Citizenship & Immigration Services) letter stating status, or copy of notice of adjustment of status from (U.S. Citizenship & Immigration Service), also attach a valid Employment Authorization Card.
F-1 Student	I-94 Departure Card and Form I-20, Certificate of Eligibility (F-1 Status) and U.S. visa. If student is on OPT (Optional Practical Training, also attach a valid Employment Authorization Card indication “Practical Training”.
J-1 Student	I-94 Departure Card and DS-2019, Certificate of Eligibility (J-1 Status) and U.S. visa.
J-1 Non-student (professor, teacher, or researcher)	I-94 Departure Card and DS-2019, Certificate of Eligibility (J-1 Status) and U.S. visa.
J-2 Spouse *Not eligible for Tax Treaty	I-94 Departure Card, US visa, and a valid Employment Authorization Card.
H-1B Worker	I-94 Departure Card and I-797 and U.S. visa.
G-4 Dependent of G-1 (Employee of Int’l Organization) *Not eligible for Tax Treaty	I-94 Departure Card, U.S. visa, and a valid Employment Authorization Card.