

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 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](#) (Must be typed)
- I-94 Form (For copy of the automated form click [here](#)).
- 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

F-1 Student Visa

- Saint Louis University [Foreign National Tax Information Form](#) (Must be typed)
- I-94 Form (For copy of the automated form click [here](#)).
- 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

H-1 Temporary Professional Worker Visa

- Saint Louis University [Foreign National Tax Information Form](#) (Must be typed)
- I-94 Form (For copy of the automated form click [here](#)).
- 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

Permanent Resident Holder

- Permanent Resident Card