

# GRADUATE PROGRAMS

## Foreign National New Hire Checklist

### Graduate Assistants

NAME: \_\_\_\_\_ UFID: \_\_\_\_\_ STATUS: \_\_\_\_\_

DEPT NAME \_\_\_\_\_ DEPT CONTACT/PHONE \_\_\_\_\_

- [New Hire Demographic Form](#) Personal email address Required for NEW Employees such as: Gmail, Yahoo, AOL, etc... **NOT .edu.**  
(Please confirm salary & supervisor ID in “Departmental Information” section of New Hire Demographic Form)

#### Forms to be completed through GatorStart (online):

- I-9 section one (department completes section two through I9 management)
  - W-4
  - Loyalty Oath and Intellectual Property Agreement (sections 1 & 2 of 4-n-1) Duplicate task, see below
  - Veteran’s Survey and EEO Survey (section 3 & 4 of 4-n-1)
  - Direct Deposit
  - FSR (Florida State Retirement)
  - Voluntary Self-Identification of Disability
  - Marketplace Acknowledgment
- **GA Employment Letter** [Appointment Letter Library – UF Human Resources \(ufl.edu\)](#)
  - **Foreign National Identification Documents** (all that apply, Front and Back copies as needed, must be legible) I-94 and I-94 Travel history, Passport, VISA card, I-20, EAD, Permanent Resident card
  - **OFAC Search** <https://sanctionssearch.ofac.treas.gov/> (submit print screen showing results)
  - **Drivers License and Social Security Card** (must be legible) \*SSC required for HIRE
  - **I9 Backup** (if different from DL & SSC, must be legible)
  - **“Four-In-One” Form** (request notarized hard copy in advance for sections 1 & 2, will also complete through GatorStart)
  - **Compliance Statement** (place on department letterhead) [Graduate Appointments Checklist and Resources » Finance and Administration » College of Medicine » University of Florida \(ufl.edu\)](#)
  - **Emergency Notification Form** [UNIVERSITY PERSONNEL SERVICES \(ufl.edu\)](#)

- **HIPAA Training** (required annually) Graduate Programs DOES NOT need a copy. Please track internally.  
[Training » Privacy » University of Florida \(ufl.edu\)](#)

- **GA will receive GatorStart email once ePAF Hire is generated in PeopleSoft (MUST COMPLETE WITHIN 3-DAYS):**
  - o **Email Subject Line:** "Your University of Florida New Hire Packet Info" (**GatorStart**) online new employee onboarding system.

- Hiring a Foreign National [Hiring a Foreign National – UF Human Resources \(ufl.edu\)](#)

- Coordinate signing of Tax Forms to be added to Dropbox / uploaded to ePAF

**Graduate Programs – Dropbox:** ALL Completed Hire Packets should be submitted to your departments **Graduate Programs Dropbox**. Please contact us for assistance / access as needed.

\*We cannot accept sensitive information via regular email.

- ❖ Dropbox Document Naming Convention: Last name, First Name\_HIRE

**For more Resources see COM-HR Graduate Programs webpage:**

<https://financeadmin.med.ufl.edu/graduate-programs/>

- **REMINDER:** Enter Letter of Appointment / Tuition Waiver once Hire is approved in Job Data. If you need assistance contact, Graduate Program – Raina Carter [raina78@ufl.edu](mailto:raina78@ufl.edu)
- Benefits Questions? – Contact HR GA Benefits Office [gabenefits@admin.ufl.edu](mailto:gabenefits@admin.ufl.edu)