GRADUATE PROGRAMS

Foreign National New Hire Checklist

Graduate Assistants

NAME: _____UFID: _____STATUS: _____

DEPT NAME _____DEPT CONTACT/PHONE _____

SUPERVISOR UFID: _____

- [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 (section3 & 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)

- Hiring a Foreign National Hiring a Foreign National – UF Human Resources (ufl.edu)

Coordinate signing of Tax Forms to be uploaded to ePAF **Graduate Programs – Dropbox (used for NEW HIREs ONLY)**:
- ➢ If Graduate Programs will be completing NEW HIRE ePAF, please uploaded completed HIRE Packet to Dropbox for processing.
- ➢ If your department is entering all ePAFs, we DO NOT need anything uploaded to Dropbox
- ➢ *Dropbox Document Naming Convention for New HIRE Packets*: Last name, First Name_HIRE DATE

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

- • Benefits Questions? – Contact HR GA Benefits Office gabenefits@admin.ufl.edu