

***International/Non-Resident Employees***

All international employees must meet with the Employment and Taxation Section at the International Services Center (ISC) to complete the hiring paperwork (excluding the ePAF form). International employees include anybody who is **NOT** a U.S. citizen, permanent resident, or naturalized citizen.

**\*ISC must complete the I-9 form for all non-resident alien international employees. The effective first day of work is determined by the effective date that ISC lists on the employee's I-9 form. Please verify that the effective hire date listed on the employee's Hire ePAF and/or contract is NOT before the effective date listed on the I-9 form completed by ISC as the employee will not be permitted to start working prior to that effective date and will further delay the processing of the ePAF. \***

The following New Employee Sign-In documents for international employees must be completed and submitted to Human Resources, Attn: Records, +0140. All forms are located at [www.hr.ucf.edu](http://www.hr.ucf.edu) under Records – Forms.

ePAF	<input type="checkbox"/>
3-in-1 Form	<input type="checkbox"/>
Confidentiality Agreement	<input type="checkbox"/>
Direct Deposit Form and voided check	<input type="checkbox"/>
Employee Acknowledgment	<input type="checkbox"/>
Foreign National Immigration Status Data Form	<input type="checkbox"/>
Immigration Documents	<input type="checkbox"/>
I-9*	<input type="checkbox"/>
I-9 Supporting Documents	<input type="checkbox"/>
Personal Data Sheet	<input type="checkbox"/>
Retirement Status Notification Form	<input type="checkbox"/>
Social Security Card /Receipt(copy) or Temporary Vendor Number issued by ISC	<input type="checkbox"/>
W-4	<input type="checkbox"/>

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*If applicable:*

Adjunct Faculty Agreement (Adjunct Employee)	<input type="checkbox"/>
Applicant Affirmation Form (Faculty, Adjunct Employees or Post-Docs)	<input type="checkbox"/>
Agreement (A&P, Faculty, or Post-Docs)	<input type="checkbox"/>
SSA-1945	<input type="checkbox"/>
Faculty Affairs Employment of Relatives Form (AA-22)	<input type="checkbox"/>
Human Resources Employment of Relatives Form	<input type="checkbox"/>
Graduate Assistant Contract (Graduate Employee)	<input type="checkbox"/>
Orientation Notice (Line Employees and Post Docs)	<input type="checkbox"/>
Signed Staff Application from <a href="http://www.jobswithucf.com">www.jobswithucf.com</a> (OPS Non-Student Employee)	<input type="checkbox"/>