

## Required Documents for New Hires

The following is a list of required documents for graduate students. All documents should be forwarded to the Payroll Office.

### **A. US Citizens**

1. Oath & Patent Agreement  
(Students with a patent question should contact the Technology Office at 534-5815).
2. I-9 (Must be signed within 3 days of employment)
3. W-4
4. Surepay Check Disposition (if student elects automatic deposit).
5. UCRS Form 419 (statement concerning a position not covered by Social Security)

### **B. Permanent Residents**

1. Patent Agreement
2. I-9
3. W-4
4. Surepay Check Disposition (if student elects automatic deposit)
5. Copy of Resident Alien Card (green card)
6. UCRS Form 419 (statement concerning a position not covered by Social Security)

### **C. International Students (F-1/J-1 Visa)**

1. Patent Agreement
2. I-9
3. W-4
4. Surepay Check Disposition (if elects automatic deposit)
5. UC W-8BEN (Certificate of Foreign Status for Federal Tax Withholding)
6. I-94 (showing current visa status)
7. I-20 (F-1) or DS2019 (formerly IAP-66) (J-1) - (work permit end date)
8. Must have Social Security number or attach a receipt that student has applied for it.
9. UCRS Form 419 (statement concerning a position not covered by Social Security)

If student claims benefit of Tax Treaty:

Salary = 8233 + Country Statement (unless from Canada)

Fellowship Stipend = W-8BEN form

To obtain a listing of countries with treaties for graduate students, contact OGSR, x43727, or go to the Web at: <http://www-ogsr.ucsd.edu/financialinfo/staff/> .

The UC W-8BEN form can be downloaded from the Web at:

<http://blink.ucsd.edu/Blink/External/Topics/Policy/0,1162,3705,00.html>

Note: The 8233 and W-8BEN forms can be downloaded from the Web at:

<http://www.irs.ustreas.gov/formspubs/lists/0,,id=97817,00.html>

UC payroll forms may be ordered at UC/HR Benefits Online Fulfillment Services at

<http://apps.kpcorp.com/ucbenefits/login.asp>

The UCRS Form 419 can be printed from the “Forms and Publications” section of the UC At Your Service website:

<http://atyourservice.ucop.edu>