

# University of Pennsylvania

## New Hire Processing Checklists

The checklists below detail the documentation requirements for hiring various individuals at the University of Pennsylvania. The documents must be sent to:

**Office of Human Resources - Records**  
**3401 Walnut Street Suite 527A**  
**Philadelphia, PA 19104-6228**

*Please note: Failure to include any items on the appropriate list below will result in a processing delay.*

### U.S. Citizens and Resident Aliens

Faculty	Staff	Postdoctoral Appointment	Student and Temporary	Courtesy Appointment (Unsalariated)
<input type="checkbox"/> <a href="#">I-9*</a> <input type="checkbox"/> <a href="#">W-4</a> <input type="checkbox"/> Copy of Social Security Card** <input type="checkbox"/> Offer Letter signed by new faculty member <input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> PSC Minutes	<input type="checkbox"/> <a href="#">I-9*</a> <input type="checkbox"/> <a href="#">W-4</a> <input type="checkbox"/> Copy of Social Security Card** <input type="checkbox"/> Offer Letter signed by new staff member	<input type="checkbox"/> <a href="#">I-9*</a> <input type="checkbox"/> <a href="#">W-4</a> <input type="checkbox"/> Copy of Social Security Card* <input type="checkbox"/> Offer Letter signed by postdoctoral appointee <input type="checkbox"/> Copy of Diploma <input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Postdoc Appointment Information Form <input type="checkbox"/> Postdoc Personal Data Form <input type="checkbox"/> Notice of Appointment of Personnel from Abroad (if applicable)	<input type="checkbox"/> <a href="#">I-9*</a> <input type="checkbox"/> <a href="#">W-4</a> <input type="checkbox"/> Copy of Social Security Card* <input type="checkbox"/> Offer Letter or equivalent, signed by student or temporary	<input type="checkbox"/> <a href="#">I-9*</a> <input type="checkbox"/> <a href="#">W-4</a> <input type="checkbox"/> Offer Letter or equivalent

### Non-Resident Aliens

Send these additional documents along with the appropriate documents listed above:

- Copy of Social Security Card\*\* (If no Social Security Number, include the receipt from Social Security Administration)
- [Foreign National Information Form](#)
- I-94 Card (Arrival/Departure Record)
- Picture Visa – no Visa required for Canadian citizens and permanent residents
- Unexpired Picture Passport – if extended, please include page that shows extension
- Immigration Document (select one of the forms listed below)
  - I-20 for F-1 Visa
    - If on OPT, include page 3 showing the OPT dates
  - DS-2019 for J-1 Visa
  - I-797 for H-1 Visa
  - I-485 for Permanent Residency
- Employment Authorization Card (EAC) Card, if applicable
  - Student on OPT
  - Pending Permanent Residency
  - J-2, M-1 may work with EAD Card

Please note: Exempt Non-Resident Aliens may be eligible for a **Tax Treaty**. Please ask them to visit Penn's Payroll Tax Office at the address below once they have a valid **Social Security Number** and their PennWorks '**Minimum Record**' field reads '**OK**':

**Payroll Tax Office  
Franklin Building Room 310  
3451 Walnut Street  
Philadelphia PA 19104**

**\*I-9 Form Requirements**

- *You must complete **Section 2** within **three business days** of the date employment begins.*
- *If a Non-Resident Alien has not yet applied for a Social Security Number due to the 10-day suggested waiting period, check the box "**SS# applied for**" when completing Section 2.*

**\*\*Social Security Cards**

The IRS allows employers to see and photocopy employees' Social Security cards to confirm that their W-4 forms are accurate and complete. The IRS requires employers to obtain employees' Social Security Numbers in order to complete W-2 forms. This requirement also applies to resident and nonresident alien employees.

**If new hires do not have a Social Security number, be sure to instruct them to obtain one as soon as possible so their employee records can be completed.**

If you have any questions about new-hire processing documentation, please contact the Human Resources – Records at (215) 898-7288.