

**FAST REQUIRED HIRING DOCUMENT ATTACHMENTS FOR  
OFFICERS OF RESEARCH**

**New Officers of Research (anyone with "research" in their title)**

- CV
- Proof of Deposit if Ph.d received less than 12 months prior
- Tax Forms, State (2104) and Federal (W4)
- NY State 195(I) EXEMPT form
- Voluntary Ethnicity form (if person declines attach declined comment)
- International Hires (see below)

Permanent Resident card (do not post the expiry date)

- Inventions/Patents Agreement (full AND part time)
- Offer Letter

**FOR INTERNATIONAL HIRES**

- Please include copy of work authorization (typically DS2019, I797 or I20 etc)
- Due to tax treaty requests payroll now requires a copy of passport and visa.

*This is due to the fact that taxes withheld are not refunded and this procedure speeds up the process of approving the tax treaty making it beneficial to the employee.*