Student Officers* only Columbia University students (not Barnard or Teachers College)

☐ Tax Forms, State (2104) and Federal (W4)
☐ Voluntary Ethnicity form (not required to be completed)
☐ International Hires (see below))

       Permanent Resident card (do not post the expiry date)

☐ Inventions/Patents Agreement (research student officers only)

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.