

**FAST REQUIRED HIRING DOCUMENT ATTACHMENTS FOR  
STUDENT OFFICERS**

**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.*