



# University of Pittsburgh

*Swanson School of Engineering  
Department of Bioengineering*

306 Center for Bioengineering  
300 Technology Drive  
Pittsburgh, PA 15219  
412-383-9713  
Fax: 412-383-8788  
[www.engineering.pitt.edu/bioengineering](http://www.engineering.pitt.edu/bioengineering)

## PAYROLL ENROLLMENT CHECKLIST – INTERNATIONAL (1 OF 2)

Name: \_\_\_\_\_

<b>1</b>	<b>Personal Information Sheet</b>	
<b>2</b>	<b>Electronic I-9 (Online Portion, copy of "thank you" page)</b>	
<b>3</b>	<b>Electronic I-9 (Visit Service Centers on Campus)</b>	
<b>4</b>	<b>Local Earned Income Tax Residency Certification Form</b>	
<b>5</b>	<b>Local Service Tax Exemption Certificate</b>	
	<i>If Completing (5), Include Previous W2 or other supporting document</i>	
	<i>If Completing (5), Employer Information Sheet</i>	
<b>6</b>	<b>Direct Deposit Authorization Form</b>	
	<b>Voided Check or Savings Statement with account and routing numbers visible</b>	
<b>7</b>	<b>Title IX-Preventing Sexual Harassment Module printout (send within one month of hire)</b>	
<b>8</b>	<b>Title IX-Preventing Employment Discrimination Module printout (send within one month of hire)</b>	
<b>9</b>	<b>Foreign National Information Form (FNIF)</b>	
<b>10</b>	<b>International Address Form</b>	
<b>11</b>	<b>Passport</b>	
<b>12</b>	<b>I-94 Arrival/Departure Record</b>	
<b>13</b>	<b>Employment Eligibility Verification (see page 2)</b>	
<b>14</b>	<b>Contact Office of International Services to verify visa status</b>	
<b>15</b>	<b>Child Protection Clearances- <i>Pennsylvania State Police Criminal History Check-if applicable-check with supervisor</i></b>	
<b>16</b>	<b>Child Protection Clearances- <i>Pennsylvania Child Abuse History Clearance-if applicable-check with supervisor</i></b>	



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<b>17</b>	<b>Child Protection Clearances-</b> <i>FBI Criminal History Check-if <u>applicable-check with supervisor</u></i>	
<b>18</b>	<b>Employee Disclosure Statement</b> <i>(for clearances-if applicable)</i>	

## PAYROLL ENROLLMENT CHECKLIST – INTERNATIONAL (2 OF 2)

VISA TYPE	REQUIRED DOCUMENTATION	
<b>F-1 Student</b>	<b>I-20 Certificate of Eligibility or Employment Authorization Card</b>	
<b>J-1 Student</b>	<b>DS-2019 Certificate of Eligibility</b>	
<b>J-2 Student</b>	<b>Employment Authorization Card</b>	
<b>H-1B</b>	<b>I-797A Notice of Action*</b>	
<b>O-1</b>	<b>I-797A Notice of Action*</b>	
<b>E-3</b>	<b>I-797A Notice of Action*</b>	

\* The I-797B is acceptable only when accompanied by the I-94 issued at a U.S. Port of Entry.

The I-797C may be used in porting situations when accompanied by a copy of the I-797A from the previous employer and a memo from OIS.

Digital copies of all of the forms may be sent to Sally McKelvey at [sallym@pitt.edu](mailto:sallym@pitt.edu).

Color scans are preferred but not required.

### Drop-off Locations:

#### **Michele Krugh – Executive Assistant**

302 Benedum Hall, 3700 O'Hara St, Pittsburgh, PA.

#### **Sally McKelvey – Personnel Coordinator**

306 Center for Biotechnology and Bioengineering, 300 Technology Dr, Pittsburgh, PA

**NOTE: Incomplete enrollment packets  
will not be processed until all required  
documentation is received.**



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## Personal Information Cover Sheet

Full Name:

\_\_\_\_\_  
*Last First M.I.*

Mailing Address:

\_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

SSN:

\_\_\_\_\_

Birth Date:

*mm/dd/yyyy*

\_\_\_\_\_

Phone:

\_\_\_\_\_

Email:

\_\_\_\_\_

Child clearances  
required? Ask PI:

\_\_\_\_\_

Veteran Status:

\_\_\_\_\_

Marital Status:

\_\_\_\_\_

Gender:

\_\_\_\_\_

Ethnic Origin:

\_\_\_\_\_

Citizenship:

\_\_\_\_\_

Highest Degree Earned:

\_\_\_\_\_

Previous Institution:

\_\_\_\_\_

## University Information

## FOR DEPARTMENT COMPLETION ONLY

Position /Title:

\_\_\_\_\_

Classification:

\_\_\_\_\_

Advisor/Supervisor:

\_\_\_\_\_

Employee ID:

\_\_\_\_\_

Work Location:

\_\_\_\_\_

Account #1:

%

Work Phone:

\_\_\_\_\_

Account #2:

%

Start Date:

\_\_\_\_\_

Mo. Salary:

\$

\_\_\_\_\_

## Emergency Contact Information

Full Name:

\_\_\_\_\_  
*Last First M.I.*

Address:

\_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Primary Phone:

\_\_\_\_\_

Alternate Phone:

\_\_\_\_\_

Relationship:

\_\_\_\_\_

Please return to Sally McKelvey at [sallym@pitt.edu](mailto:sallym@pitt.edu) or fax to (412) 383-8788

## University of Pittsburgh Electronic I-9 Form Completion Instructions

As part of the hiring process, all new employees are required by law to complete an I-9 Form, which is the Employee Eligibility Verification Form required by the federal government.

**ALL** University new hires and rehires will utilize the secure electronic I-9 service called I-9 Express for the electronic completion of I-9 forms. Section 1 of the I-9 Form must be completed by no later than the first day of employment, and the documentation required for the University's completion of Section 2 of the I-9 Form must be presented no later than three business days after the date of employment begins.\*

### I-9 Form Section 1 – COMPLETED BY THE NEW EMPLOYEE

1. Prior to your first day of employment, log onto [www.newi9.com](http://www.newi9.com)
2. Enter the Employer Code for the University of Pittsburgh: **14726**
3. Enter the text in the picture to authenticate. For a new picture, click "New Picture"
4. Complete Section 1 of the I-9 Form
5. Electronically sign the I-9 Form:
  - a. Review the information
  - b. Click the check box to agree to the perjury statement
  - c. Click "Continue" to complete your electronic signature
6. Print the "Thank You" page to remind you which documents you may choose from to bring to a University I-9 Service Center to have Section 2 of the I-9 Form completed.

### I-9 Form Section 2 – NEW EMPLOYEE TRAVELS TO A UNIVERSITY I-9 SERVICE CENTER

1. Prior to or on your first day of work, and no later than your third day of work, please visit a University I-9 Service Center (**locations listed below**) to have Section 2 of the I-9 Form completed by a University I-9 representative.
2. Bring the applicable identification documents listed on the "Thank You" page printout of the Section 1 online I-9 Form to satisfy the I-9 Form requirements (**documents presented must be original**).
3. At the I-9 Service Center, a University I-9 representative will validate the I-9 documentation presented, complete Section 2 of the I-9 Form and electronically sign off on the completion of the I-9 Form process.

**The electronic I-9 process is now completed.**

### UNIVERSITY I-9 SERVICE CENTER LOCATIONS

1. **Panther Central** – Main Lobby, Litchfield Towers (412-624-1100), 7:00 a.m. to 10:00 p.m. daily
2. **Health Sciences I-9 Service Center** – Suite 118 Lothrop Hall (412-648-2222), 7:30 a.m. to 6:00 p.m. Monday to Friday (use entrance on the corner of Lothrop & Victoria streets, next to the entrance of the School of Nursing/Victoria Hall)
3. **Office of Human Resources** – 200 South Craig Street (412-624-7000), 8:30 a.m. to 5:00 p.m. Monday to Friday

**\*NOTE:** If you fail to meet these deadlines, you will be suspended without pay. If you do not satisfy the I-9 Form requirements promptly after you have been suspended, your employment/offer of employment is subject to termination.

## LISTS OF ACCEPTABLE DOCUMENTS

### All documents must be UNEXPIRED

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

<b>LIST A</b> <b>Documents that Establish Both Identity and Employment Authorization</b>	<b>OR</b>	<b>LIST B</b> <b>Documents that Establish Identity</b>	<b>AND</b> <b>LIST C</b> <b>Documents that Establish Employment Authorization</b>
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:               <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                   <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</li> </ol> </li> </ol> </li> <li>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</li> </ol>		<ol style="list-style-type: none"> <li>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> <li><b>For persons under age 18 who are unable to present a document listed above:</b></li> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>	<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:               <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of Birth Abroad issued by the Department of State (Form FS-545)</li> <li>3. Certification of Report of Birth issued by the Department of State (Form DS-1350)</li> <li>4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</li> <li>5. Native American tribal document</li> <li>6. U.S. Citizen ID Card (Form I-197)</li> <li>7. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>8. Employment authorization document issued by the Department of Homeland Security</li> </ol>

**Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).**

**Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.**



## RESIDENCY CERTIFICATION FORM / ADDRESS CHANGE

<b>ADDRESS INFORMATION - PERMANENT RESIDENCE LOCATION</b>		Effective Date: _____
Please check one: <input type="checkbox"/> U.S. Citizen/Permanent Resident <input type="checkbox"/> Visa holder		
NAME (Last, First, Middle Initial)		
EMPLOYEE ID OR LAST 4 DIGITS OF SOCIAL SECURITY NUMBER		
FIRST LINE OF ADDRESS (P.O. BOX not accepted)		
SECOND LINE OF ADDRESS		
CITY	STATE	ZIP CODE
COUNTY	SCHOOL DISTRICT	
MUNICIPALITY		

THE INFORMATION ON THIS FORM IS REQUIRED BY THE COMMONWEALTH OF PENNSYLVANIA.

This form must be completed by all newly hired individuals for entry into the University of Pittsburgh's HR/Payroll system, those returning to the University from a terminated status, and in the event of an address change.

The address provided on this form will be used to calculate applicable state and local tax withholding for employees subject to these taxes.

**Student:** Use the street address of your permanent residence. For most students, this will be the address where you permanently resided before you went to college. College dormitories, fraternity houses, sorority houses, and off-campus rentals by enrolled college students generally do not qualify as permanent addresses.

**Visa Holder:** Use your current U.S. mailing address when completing the RCF. To provide or change your home country address, use the International Address Form @ <http://www.cfo.pitt.edu/payroll/documents/InternationalAddressForm.pdf>

**Non-Pennsylvania Resident:** Do not complete the County, Municipality, and School District fields.

**Former Employee:** Use this form to submit an address change to the University.

### CERTIFICATION

SIGNATURE OF EMPLOYEE		DATE
PHONE NUMBER	EMAIL ADDRESS	

To obtain the appropriate MUNICIPALITY (City, Borough, Township) and SCHOOL DISTRICT please visit [www.newPA.com](http://www.newPA.com) @ <http://munstatspa.dced.state.pa.us/FindLocalTax.aspx?T=1> and type in your address.

For a list of Frequently Asked Questions and Answers regarding the RCF, please visit the University's Payroll Department web site @ <http://www.cfo.pitt.edu/payroll/documents/FrequentlyAskedQuestionsv5.pdf>

Entered by:  Date:

Payroll Review:  Date:

# CITY OF PITTSBURGH

## 2019 LOCAL SERVICE TAX – EXEMPTION CERTIFICATE

- A copy of this application for exemption from the Local Services Tax (LST), and all necessary supporting documents, must be completed and presented to your employer and to the political subdivision levying the Local Services Tax for the municipality or school district in which you are primarily employed.
- **This application for exemption from the Local Services Tax must be signed, dated, and given to each employer.**
- No exemption will be approved until proper documentation has been received.

PRINT NAME: \_\_\_\_\_ SOCIAL SECURITY #: \_\_\_\_\_ XXX-XX \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE #: \_\_\_\_\_

CITY – STATE – ZIP: \_\_\_\_\_

### **REASON FOR EXEMPTION**

1. \_\_\_\_\_ **MULTIPLE EMPLOYERS:** Attach a copy of a current pay statement from your principal employer that shows the name of the employer, the length of the payroll period and the amount of Local Services Tax withheld. List all employers on the reverse side of this form. You must notify your other employers of a change in principal place of employment within two weeks of the change.
2. \_\_\_\_\_ **EXPECTED TOTAL EARNED INCOME AND NET PROFITS FROM ALL SOURCES WITHIN THE CITY OF PITTSBURGH WILL BE LESS THAN \$12,000:** Attach copies of your last pay statements from all employers or copies of your W-2's from all employers for the prior year. Also submit copies to your employer(s).  
  
If you are **SELF-EMPLOYED**, attach a copy of your PA Schedule C, F, or RK-1 for the prior year.
3. \_\_\_\_\_ **ACTIVE DUTY MILITARY EXEMPTION:** Attach a copy of your orders directing you to active duty status. Annual training is not eligible for exemption. **You are required to advise your employer and tax office when you are discharged from active duty status.**
4. \_\_\_\_\_ **MILITARY DISABILITY EXEMPTION:** Attach a copy of your discharge orders and a statement from the United States Veterans Administrator documenting your disability. Only 100% permanent disabilities are recognized for this exemption.

**EMPLOYER:** Once you receive this Exemption Certificate, you shall not withhold the Local Services Tax for the portion of the calendar year for which this certificate applies, unless you are otherwise notified or instructed by the taxpayer or tax collector to withhold the tax. **Employer must retain Exemption Certificate.**

Tax Office: LST Exemption Certificate, City of Pittsburgh, Department of Finance,  
Address: 414 Grant Street  
City, State & Zip: Pittsburgh PA 15219-2476

**The municipality is required by law to exempt from the LST employees whose earned income from all sources (employers and self-employment) in their municipality is less than \$12,000.**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

For additional information go to [www.pittsburghpa.gov/finance](http://www.pittsburghpa.gov/finance) or call 412-255-2504.

**EMPLOYMENT INFORMATION:** List all places of employment for the applicable tax year. Please list your **PRIMARY EMPLOYER under #1** and your secondary employers under the other columns. If self-employed, write “SELF” under employer name column.

	1. PRIMARY EMPLOYER	2.	3.
Employer Name			
Address			
Address 2			
City, State & Zip			
Municipality			
Employer Phone			
Start Date			
End Date			
Status <b>FT</b> or <b>PT</b>			
Gross Earnings			

	4.	5.	6.
Employer Name			
Address			
Address 2			
City, State & Zip			
Municipality			
Employer Phone			
Start Date			
End Date			
Status <b>FT</b> or <b>PT</b>			
Gross Earnings			





# University of Pittsburgh

Payroll Department

Print Form

207 P Craig Hall  
200 S. Craig Street  
Pittsburgh, PA 15260  
Phone: 412-624-8070  
Fax 412-624-8072

## AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT OF NET EARNINGS, EXPENSE REIMBURSEMENTS AND OTHER PAYMENTS

YOUR NAME

**LAST 4 DIGITS ONLY OF**  
SOCIAL SECURITY NUMBER

DEPARTMENT

PHONE

EFFECTIVE DATE

PAYCHECK FREQUENCY ☐ MONTHLY ☐ BIWEEKLY

I authorize and request the University of Pittsburgh to:

☐ BEGIN

☐ CHANGE

☐ DISCONTINUE

DIRECT DEPOSIT of any amounts owed to me for net earnings, expense reimbursements or any other payments to ONE account in the bank or institution ("BANKING INSTITUTION") named below; and I authorize and request the BANKING INSTITUTION to accept the direct deposit authorization (and/or corrections to previously deposited amounts) as certified correct by the University for my account.

SELECT THE TYPE OF ACCOUNT TO BE CREDITED. ONLY **ONE** CAN BE SELECTED. ☐ CHECKING ☐ SAVINGS

PROVIDE YOUR ACCOUNT AND ROUTING INFORMATION USING **ONE** OF THE FOLLOWING OPTIONS:

**OPTION 1.** ATTACH A COPY OF A VOIDED CHECK OR OTHER OFFICIAL BANKING INSTITUTION CONFIRMATION OF YOUR ROUTING AND ACCOUNT INFORMATION.

**OPTION 2.** TYPE OR LEGIBLY PRINT YOUR ACCOUNT NUMBER, ROUTING NUMBER, AND BANKING INSTITUTION BELOW.

ACCOUNT NUMBER

ROUTING NUMBER  
(must be 9 digits)

BANKING INSTITUTION

### TERMS AND CONDITIONS

Deposits can be made in one banking institution only and in one account within the banking institution. Deposits are limited to either checking or savings accounts. Partial deposits will not be permitted; total net payment must be deposited. Monthly direct deposit authorization forms received in Payroll after the 15th of the month are not guaranteed for processing until the following month. **Exception: November 30 is the deadline for the December MONTHLY payroll.** The deadline for biweekly direct deposit authorization forms is 8 days before each biweekly payday. Pay statements are provided online or via paper copy depending on job classification. Visit the payroll web site for more information. In the event this agreement is incomplete, incorrectly prepared, or unsigned, the employee will be notified and required to complete and execute a new agreement.

My signature attests to my agreement with the terms and conditions stated above.

SIGNATURE

\_\_\_\_\_

DATE

\_\_\_\_\_

Mail, fax, or hand deliver to address above.

# PAYROLL FNIF

## FOREIGN NATIONAL INFORMATION FORM

The purpose of this form is to determine US taxation and Federal Tax Treaty eligibility of Payroll related payments.

\*Please refer to the instructions on Pages 3 & 4 for accurate completion.

### PAYROLL USE ONLY

Income Code \_\_\_\_\_ CDC \_\_\_\_\_ Monthly Income \_\_\_\_\_ Annual Income \_\_\_\_\_

### INDIVIDUAL INFORMATION

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ (dd/mm/yy) U.S. Social Security Number: \_\_\_\_\_

*Disclosure of this information is mandatory, as required by IRS regulations, and will be used for tax reporting purposes only.*

Home Telephone # in USA: \_\_\_\_\_ Daytime Telephone # in USA: \_\_\_\_\_

Email address: \_\_\_\_\_

### FOREIGN ADDRESS (most recent non-US residence)

Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

City: \_\_\_\_\_ Province/Region: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

### COUNTRY

Country of Passport /Citizenship: \_\_\_\_\_ Country of Tax Residence: \_\_\_\_\_

Passport Number: \_\_\_\_\_ Passport Issue Date : \_\_\_\_\_ (dd/mm/yy)

Are you also a U.S. Citizen? ☐ Yes ☐ No

Date of first USA visit: \_\_\_\_\_ (dd/mm/yy)

**VISA IMMIGRATION ACTIVITY** (All fields required)List your **CURRENT Immigration visa Status** (F1, J1, J2, H1B, O1, E2, etc): \_\_\_\_\_

If in J-1 status, list subcategory: \_\_\_\_\_

[Choices: 01 Student; 02 Short term scholar; 03 Trainee – non medical; 04 Teacher; 05 Professor; 06 Specialist; 07 Alien physician; 08 Other – international visitor; 11 Trainee – medical; 12 Research scholar; 13 Summer travel/work]

**Primary purpose of CURRENT visit:** \_\_\_\_\_ [Choices: 01 Studying –degree program; 02 Studying – non degree program; 03 Teaching; 07 Conducting research; 08 Acquiring training; 10 Clinical activities; 11 Temporary employment; 12 Here with spouse/relative; 19 Practical training/J-1,F-1; 21 Summer travel/work]**VISA number:** \_\_\_\_\_**First day in US in current status:** \_\_\_\_\_ (dd/mm/yy)**Last day of employment authorization:** \_\_\_\_\_ (dd/mm/yy)

In the following rows, list any additional **F, J, M or Q** visa immigration activity since **1-JAN-1985** and **ALL** other visa immigration activity in the last **three (3)** calendar years. Refer to USA Immigration Activity Section 1 for more information. Attach a separate sheet for additional visits.

Immigration Status	Primary purpose of visit	Tax Residence	VISA number	First day in US	Last day in US
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- 
- 1) Are you enrolled in a full time program? \_\_\_\_ Yes \_\_\_\_ No
  - 2) If receiving a scholarship/fellowship, is any part of your scholarship/fellowship foreign funded? (Not U.S. Sourced) \_\_\_\_ Yes \_\_\_\_ No
  - 3) Have you already received tax treaty benefits during the CURRENT tax year? \_\_\_\_ Yes \_\_\_\_ No  
If yes, dates \_\_\_\_\_ to \_\_\_\_\_ Name of Institution \_\_\_\_\_
  - 4) I wish to accept the tax treaty benefit if available. \_\_\_\_ Yes \_\_\_\_ No

***If approved, you will be notified by Payroll. Your signature authorizing the treaty benefit acceptance will be required.***

I hereby authorize the University of Pittsburgh to release information contained on the Foreign National Information Form to Windstar Technologies, Inc. P.O. Box 800, 15054 Providence Highway, Suite 13, Norwood, MA 02062-0800 for the following purpose: technical software support for the International Tax Navigator System. I hereby certify that all of the above information is true, complete and correct. I understand that if my status changes, from that which I have indicated on this form, I must submit a new Foreign National Information Form to the Payroll Department.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PAYROLL USE ONLY**

I have reviewed the FNIF and verified that the information entered on the form agrees with the supporting documentation.

Generalist Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Entered by Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have validated the output from Windstar to the original FNIF. Generalist Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SUBMIT THIS FORM AND COPIES OF VISA ACTIVITY SUPPORTING DOCUMENTATION, PASSPORT, VISAS, PROGRAM CERTIFICATES OF ELIGIBILITY, OR H1/O1 PETITIONS AND APPROVALS (whichever is applicable to your current activity) TO:**

**PAYROLL DEPARTMENT  
200 S. CRAIG STREET  
207P CRAIG HALL  
PITTSBURGH, PA 15260**

**\*INCOMPLETE SUBMISSIONS WILL BE RETURNED\***

**Foreign Address:** Do not use a P.O. Box unless that is your only foreign address.

**Country of Passport/Citizenship:** List the country that issued your passport, not the country in which you obtained the passport. If you are a citizen of more than one country, one of which is the United States, you are not a foreign national for US tax purposes. You are treated as a US citizen and your foreign citizenship is ignored.

**Tax Residence:** This is the country in which you were taxed as a resident during your visit to the USA or immediately before coming to the USA for the purpose of this visit. Your country of tax residence determines the income tax treaty that applies to reduce your income taxes on US income if you otherwise meet the conditions of the applicable treaty provisions. A resident for income tax purposes includes any individual who, under the internal laws of the treaty country, is liable to tax in that country by reason of his domicile, legal residence, or, in the case of some income tax treaties, citizenship. **The phrase "liable to tax" does not require actual taxation.** Thus, the fact that an individual is only nominally taxable does not preclude that individual from meeting the applicable "liable to tax" standard. An individual who is liable to tax in the treaty country only in respect of income from sources within that country is not a resident for income tax treaty purposes. An individual who is claiming to be a resident of a treaty country that is not the country of his last permanent residence must be prepared to provide proof of tax residence in the claimed treaty country. **First date**

**you ever entered the US:** This date is the date that you first set foot in the USA in this status. This date is usually, but not always, after the INS Visa Start Date in time. If you are a tax resident in a country with which the US has an income tax treaty, this date is used to determine the beginning of the treaty benefit period. Passport and any original documents should be stamped.

**Visa Immigration Activity:** Enter the type of immigration status that you currently hold from the choices listed. Note that an Employment Authorization Document (EAD) is not an immigration status. Your immigration status is noted on the Form I-94, Arrival/Departure document that is stapled into your passport. If you are a US Lawful Permanent Resident, enter US Permanent Resident and proceed to the bottom of the form. Print the form, sign and date it. Enter your J-1 category if applicable.

- Enter the description of the primary purposes for your visits to the USA. If you are a resident of a country with which the United States has an income tax treaty, this information is used to determine if you meet the conditions of the treaty for exemption from Federal tax. An income tax treaty may confer benefits upon students, trainees, teachers, and researchers. As a condition for the treaty benefit, the treaty may require that the primary purpose of your entry to the USA be for studying, acquiring training, teaching or engaging in research. If you entered the USA for the primary purpose of studying, you cannot claim an income tax treaty benefit as a teacher even if you are working as a teaching assistant. If you entered the USA in a derivative status, such as J-2, your primary purpose for entering the USA is to accompany the primary visa holder. You cannot qualify under an income tax provision that requires that you enter for a stated purpose, such as studying, as a condition for qualifying for the treaty benefit.

- Visa number: Enter the number that is in the lower right quarter of your US visa document.
- First Day in US in current status. This date will be different from “**First day EVER in USA**” if this is not your first visit to the US.
- Last Day of U.S Employment Authorization: This is the status expiry date indicated by your immigration documents. It is stamped on your form I-94, Arrival/Departure Record that is stapled into your passport. If your expiry date is D/S for Duration of Status, indicate the projected date that your program of study will end, as stated on your Certificate of Eligibility. Other references for locating last day of employment authorization are as follows:  
 F1 = I-20, page 1, #5  
 OPT = EAD expiration date  
 CPT = I-20, page 3  
 J1 = DS2019, Box 3  
 H1B, O1, E2 = I797A Valid Until Date

If you are a tax resident in a country with which the US has an income tax treaty, this date is used to determine whether you meet the conditions of the treaty for a benefit.

If the treaty has a provision that causes a loss of a treaty benefit if you exceed a specified period, and your last day in the USA indicates that you will exceed that period, you cannot claim the treaty benefit from the outset.

**Note:** If you are a STUDENT in the USA in F, M, J, or Q status, you do not count days for determining US tax residency while in the USA for 5 calendar years. Therefore, for those 5 calendar years, you are a nonresident for US tax purposes, subject to US tax only on US source income. Once your stay in the US exceeds 5 calendar years, you must count your US days for purposes of determining US tax residency. (The first year is considered to be from your date of entry through December. It is likely your first year will not consist of 365 days.) If you are a TEACHER or RESEARCHER in J Status, you do not count days for determining US tax residency while in the USA for 2 calendar years. Therefore, for those 2 calendar years, you are a nonresident for US tax purposes, subject to US tax only on US source income. Once your stay in the US exceeds 2 calendar years, you must count your US days for purposes of determining US tax residency. (The first year is considered to be from your date of entry through December. It is likely your first year will not be 365 days. If you are in any other Visa status, you will begin counting days towards US tax residency from your first date of entry using the 183-day US residency formula.

Revised 09/12



# University of Pittsburgh

Payroll Department

207 P Craig Hall  
200 S. Craig Street  
Pittsburgh, PA 15260  
Phone: 412-624-8070  
Fax 412-624-8072

## INTERNATIONAL ADDRESS FORM

The following information is required in order to properly distribute information to and report on Foreign Nationals (Non-Resident Aliens):

### Personal Information

**PLEASE PRINT FOR PROPER PROCESSING.**

**LAST 4 DIGITS ONLY** OF  
SOCIAL SECURITY NUMBER

TODAY'S DATE

LAST NAME

FIRST NAME

---

### International Address

ADDRESS

ADDRESS

POSTAL  
CODE

CITY

REGION/PROVINCE

COUNTRY

REGION POSTAL CODE

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SIGNATURE

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# Child Protection Clearances Instructions

Certain offers of employment or appointment with the University of Pittsburgh will be contingent upon satisfactory results of the following Child Protection Clearances:

- Pennsylvania State Police Request for Criminal Record Check
- Pennsylvania Child Abuse History Clearance
- FBI Criminal Background Check

If you already have one or more of these clearances in your possession that you previously obtained for employment/appointment with another entity, the University will accept them provided that they are less than 60 months old on your first day of employment/appointment and that you sign a portability statement to swear or affirm that you have not committed a disqualifying offense. By law, the University cannot accept for employment or paid appointment purposes any clearance that was previously obtained for the purpose of volunteer service.

Please retain original copies of your clearances when you first receive them, should you need to resubmit them for employment/appointment with another entity. University of Pittsburgh employees can obtain unofficial copies of the Child Protection Clearances that they have on file, in case an employee loses their own copy, by presenting a valid photo ID to the Office of Human Resources. Please note that official copies may only be obtained by contacting the applicable state agency that distributed the clearance.

If you do not already have clearances that would be acceptable as described above, you should apply for the clearances as soon as possible as it may take several weeks to receive the results.

Unless administration informs you otherwise, you will be responsible for any associated costs for obtaining the required Child Protection Clearances.

Detailed instructions regarding each required Child Protection Clearance are set forth on the following pages. The Commonwealth of Pennsylvania has also posted information on the three clearances online at the Department of Human Services website: <http://dhs.pa.gov/publications/findaform/childabusehistoryclearanceforms/index.htm>.

## Submission of Clearances

Prior to the first day of your employment/appointment, clearance documents must be submitted to Human Resources by either uploading them by using this link <http://www2.hr.pitt.edu/cpc/default.aspx> or presenting them to a University Human Resources staff member at the Pittsburgh location:

- University of Pittsburgh - Pittsburgh Campus  
100 Craig Hall, 200 South Craig Street  
Pittsburgh, PA 15260  
412-624-7000 option 3, [HRCustomerSupport@pitt.edu](mailto:HRCustomerSupport@pitt.edu)

If you have applied for all three clearances, but have not yet received them by your start date, please contact the appropriate Human Resources office listed above. Under limited circumstances, a new employee or appointee who has applied for, but not yet received, all three clearances may be permitted up to a 90 day provisional work/appointment period pending receipt of the clearances if certain strict requirements are met.

If you have questions at any time during the process, please contact the appropriate Human Resources office listed above for assistance.

## 1. Pennsylvania State Police Criminal History Check Instructions

Begin at the website <https://epatch.state.pa.us>

Select "Submit a New Record Check." DO NOT CHOOSE THE OPTION FOR VOLUNTEERS ONLY

Scroll down and click "Accept"

Choose "Individual Request" and click "Continue"

Complete the personal information section. Select "Employment" as the Reason for Request. If asked, do not select "Access & Review" (click "Proceed")

Click "Proceed" on the Review Requestor Information page

Complete the Record Check Request Form with your information. Include as many details as possible. List your maiden name or any aliases in the bottom section. Click "Enter this Request"

Select "View Queued Request" to review and then submit

On the next page titled "Record Check Request for Review," click "Submit"

You will need to enter credit card information for the applicable \$22 fee

You may be presented immediately with a response. If you receive a:

"No record" response, click "Certification Form" to print the OFFICIAL PA State Police Clearance

"Request for Review" response, the record will be manually reviewed. You will have to check the website periodically for an updated status of your request. Please print out this page as proof you have requested this clearance.

"Record" response, you will receive that information by mail. Please print out this page as proof you have requested this clearance and present to the Office of Human Resources for review or upload the form by using this link <http://www2.hr.pitt.edu/cpc/default.aspx>.

Please present any manual information to a University Human Resources staff member at the Pittsburgh location if an immediate result isn't generated:

- University of Pittsburgh - Pittsburgh Campus  
100 Craig Hall, 200 South Craig Street  
Pittsburgh, PA 15260  
412-624-7000 option 3, [HRCustomerSupport@pitt.edu](mailto:HRCustomerSupport@pitt.edu)

## 2. Pennsylvania Child Abuse History Clearance Instructions

Before you start, you should have the following information readily available to help you complete your application:

- Addresses where you have previously lived since 1975. If you cannot remember exact addresses, please enter as much information as you can.
- Names of all individuals with whom you have lived with since 1975.
- Any previous names you have used or have been known by.
- Credit/debit card information for an \$8 application fee.

Begin the online application process at the following secure website:

<https://www.compass.state.pa.us/cwis/public/home>

Click "Create Individual Account" to access the Child Welfare Portal.

Read the general information and click "Next" to create a Keystone ID.

Enter in requested information including email address and create security questions. Then click finish. NOTE: You will need to immediately access your email to retrieve your temporary password.

You will receive this message on the screen: "You have successfully created a Keystone ID and a temporary password has been emailed to you..."



You will receive two emails: the first contains your Keystone ID, the second your temporary password.

If you are not taken immediately to the login page, return to <https://www.compass.state.pa.us/cwis/Public/home>, click "Individual Login," then "Access My Clearances," scroll to the bottom of the page and click "Continue." On the Keystone Key login page, enter your username (Keystone ID) and temporary password you retrieved via email.

You will be taken to login screen to reset your password. Create a NEW password and click "Submit."

Click "Close Window." You will be taken back to a login screen. Enter in your username and NEW password you just created.

Read "My Child Welfare Account Terms and Conditions." Then click the statement acknowledging "I have read, fully understand, and agree to the My Child Welfare Account Terms and Conditions." Then click "Next."

Scroll to bottom of page and click "Continue."

Then click "Create Clearance Application." Scroll to the bottom of the next page and click "Begin."

Under "Application Purpose" select "Employee Not Governed by Public School Code" then click "Next."

Continue through the online application pages and provide the requested information.

Once you have completed the online application, review the "Application Summary." If your information is not correct or needs to be updated, please click the edit button in the heading of the section and modify it as necessary.

Click "Next" for your eSignature.

To complete your application, please eSign by checking the acknowledgement and entering your first and last name as it appears on the "Application Information" screen.

Proceed to the "Application Payment" screen.

Select "No" to the question "Did an organization provide a payment code for your application?"

Click "Make a Payment" button at the bottom. You will be navigated to a secured external site to submit your payment. Once your payment is received, your application will be submitted and you will be directed to the Payment Completed page. Click "Finalize and Submit Application."

After submitting your applications, you may:

- May be provided with a link that will direct you to your clearance, **be sure to print!**
- If the link is not available, be sure to print the page as **proof of application**.  
Note: You will have to check the website periodically for an updated status of your request. If you receive the clearance is not immediately available, please print out this page as proof you have requested this clearance.

Please print out your completed information page as proof you have requested this clearance and present to the Office of Human Resources for review or upload the form by using this link <http://www2.hr.pitt.edu/cpc/default.aspx>.

Please present any manual information to a University Human Resources staff member at the Pittsburgh location if an immediate result isn't generated:

- University of Pittsburgh - Pittsburgh Campus  
100 Craig Hall, 200 South Craig Street  
Pittsburgh, PA 15260  
412-624-7000 option 3, [HRCustomerSupport@pitt.edu](mailto:HRCustomerSupport@pitt.edu)

### 3. FBI Criminal History Check Instructions

NOTE: As of March 21, 2018, the UPS on Forbes Avenue will be a designated fingerprinting location for Identogo. You must register on Identogo's website <https://www.identogo.com/> before getting fingerprinted at the location closest to you.

Effective November 18, 2017, the state of Pennsylvania has adopted a new vendor for the FBI Criminal History Check fingerprinting. You are no longer able to get fingerprinted through the vendor Cogent. As of November 29, 2017, you can get fingerprinted through the vendor Identogo at most open locations by registering at [www.identogo.com](http://www.identogo.com) or by calling 1-844-321-2101.

Please visit the Identogo website at <https://www.identogo.com/services/live-scan-fingerprinting> for a list of State Agency Enrollment fingerprinting locations close to you. Only locations that are operational will show on the Identogo website. The website will update as locations begin to open. Use the drop down menu below "Select a Fingerprinting Service by State" in order to view all open fingerprinting locations.

Identogo is working daily to open sites throughout the state and will have a network of over 150 locations in Pennsylvania. Please visit this FAQ sheet

[https://www.hr.pitt.edu/sites/default/files/Identogo%20FAQs%20Nov%202017%20New%20Service\\_1.pdf](https://www.hr.pitt.edu/sites/default/files/Identogo%20FAQs%20Nov%202017%20New%20Service_1.pdf) for help during this transition time.

If calling (1-844-321-2101) to register, select "Human Services" applicant as your applicant type. If you are registering online, the Service Code **1KG756** for employees and **1KG6ZJ** for volunteers. The University of Pittsburgh cannot accept FBI clearances done through any other agency other than the Department of Human Services- Office of Children, Youth, and Families (DHS-OCYF), reason "DHS-Employee >= 14 years Contact w/ Children" or "DHSVolunteer" (for volunteer positions).

The School of Education and related units (Falk Laboratory School, UP-Johnstown Education Division, UP-Greensburg education programs) require electronic submission of official FBI Criminal History checks from the PA Department of Education. Unofficial copies from the PA Department of Education will not be accepted. Those working within the School of Education and related units should use the following Service Code when registering online: **1KG6RT**. Contact individual administrative units for further information.

Applicants should use <https://www.identogo.com/services/live-scan-fingerprinting> to find a location. Applicants will also be able to find the nearest location from the UEP registration. If you need assistance applying for your Child Protection Clearances, call the Office of Human Resources at 412-624-7000, option 3 or email at [clearanceinfo@pitt.edu](mailto:clearanceinfo@pitt.edu).

NOTE: At this time, the University of Pittsburgh is not a designated fingerprinting location for employees and prospective hires.

If you are having particular difficulty applying or need access to a computer or printer, please visit the Office of Human Resources between 8:00 a.m. and 4:30 p.m. at:

100 Craig Hall  
200 S. Craig Street  
Pittsburgh, PA 15260

## EMPLOYEE DISCLOSURE STATEMENT

I hereby swear/affirm that I have not been convicted of any of the following offenses under Pennsylvania law or an offense similar in nature under Federal law, the law of another state or the law of any other foreign or domestic jurisdiction:

- (1) An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:
  - Chapter 25 (relating to criminal homicide).
  - Section 2702 (relating to aggravated assault).
  - Section 2709.1 (relating to stalking).
  - Section 2901 (relating to kidnapping).
  - Section 2902 (relating to unlawful restraint).
  - Section 3121 (relating to rape).
  - Section 3122.1 (relating to statutory sexual assault).
  - Section 3123 (relating to involuntary deviate sexual intercourse).
  - Section 3124.1 (relating to sexual assault).
  - Section 3125 (relating to aggravated indecent assault).
  - Section 3126 (relating to indecent assault).
  - Section 3127 (relating to indecent exposure).
  - Section 4302 (relating to incest).
  - Section 4303 (relating to concealing death of child).
  - Section 4304 (relating to endangering welfare of children).
  - Section 4305 (relating to dealing in infant children).
  - A felony offense under section 5902(b) (relating to prostitution and related offenses).
  - Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).
  - Section 6301 (relating to corruption of minors).
  - Section 6312 (relating to sexual abuse of children).
  - The attempt, solicitation or conspiracy to commit any of the offenses set forth above.
- (2) A felony offense under the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act" (35 P.S. 780-101 *et seq.*) committed within the past five years.

I also further swear/affirm as follows:

- (1) I am not named in the Statewide database as the perpetrator of a founded report of child abuse committed within the past five years;
- (2) I have applied and provided to the University of Pittsburgh copies of my completed request forms for: (a) Pennsylvania State Police Criminal Record Check, (b) Pennsylvania Dept. of Human Services Child Abuse History Clearance, and (c) FBI Criminal Background Check;
- (3) I will present these original reports to the University of Pittsburgh Office of Human Resources as soon as possible after receipt of each report, and I understand that if the information obtained in any of these reports reveals that I am disqualified from employment or that I have misrepresented my criminal history, I shall be immediately dismissed from employment by the University of Pittsburgh;
- (4) I understand and agree that until the aforementioned information is received and is deemed acceptable by the University of Pittsburgh Office of Human Resources, I am not permitted to work alone with children and I must work in the immediate vicinity of a regular employee, and
- (5) I understand that, under the above conditions, I may be provisionally employed for a single period not to exceed 90 days.

By signing below, I swear/affirm that I have read and understand the above, and the statements as set forth above are true and correct to the best of my knowledge and belief. I understand that the penalty for false swearing is a misdemeanor of the third degree pursuant to Section 4903(b) of the Crimes Code.

Date: \_\_\_\_\_ Name: \_\_\_\_\_  
Type/Print

Witness Signature: \_\_\_\_\_ Employee Signature: \_\_\_\_\_