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*FOREIGN NATIONAL TAX FORM AND SECURE DOCUMENT UPLOAD–  
EXTENSIONS AND CHANGE OF STATUS*

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1. Department notifies Office of International Programs that the employee needs an extension or change of status.
2. Employee is notified by Office of International Programs (OIP) that immigration documents for extension of current status or change of status are ready to be picked up.
3. Once the employee receives the paperwork from OIP, the hiring department will direct the employee to the Foreign National Change in Status/Extension Foreign National Tax Form and Secure Document Upload link: <http://www.auburn.edu/administration/business-finance/financial/foreign-national-change.html>. \*\*If the employee is changing status to Conditional Permanent Resident or Lawful Permanent Resident, they should be provided the following link instead:  
<http://www.auburn.edu/administration/business-finance/financial/foreign-national-lpr.html>
4. The department **MUST** provide Hiring Department Contact Name and e-mail address to the employee to enter on the form. If this information is **NOT** provided, the employee will be unable to complete the form and Tax Compliance will be unable to provide the hiring department with the information needed to re-verify the I-9. \*Advise the employee they will need their associated immigration and work authorization documents available to upload to the system.\*
5. Once the employee has completed the form and document upload, Tax Compliance will e-mail the legal dates of employment to the contact person on the Foreign National Tax Form and Human Resources. The department must receive the email from Tax Compliance **PRIOR TO** reverification of the I-9.
6. After the contact person receives the e-mail from Tax Compliance, instruct the employee to bring all appropriate original documents required to re-verify the I-9. For information or assistance regarding the I-9 re-verification, please contact Human Resources at [humnres@auburn.edu](mailto:humnres@auburn.edu).