Foreign National Work Authorization Dept Flowchart – Extension/Change of Status (Reverification)

**STATURE TYPES**

- **H-1B:**
  - Department must initiate sponsorship for extension of status, if applicable

- **F-1 and J-1 Students:**
  - Extensions MUST be requested by the student.

- **J-1 Scholars:**
  - Departments must request sponsorship for extension of status.

- **Perm Residency:**
  - Departments may initiate sponsorship, if applicable. An employee may sponsor themselves if eligibility requirements are met.

**Office of International Programs**

- Office of International Programs issues documents for F-1 and J-1 students, J-1 scholars and H-1B sponsorships (F1 and J1 students and J1 scholars must check in with the Office of International Programs for SEVIS registration)
- Permanent Residents: If sponsorship is supported for employee, the employee will work the Office of International Programs in proper filings.
- For additional information, visit: https://auburn.edu/international/iss

**Office of Tax Compliance**

- Employee submits the proper tax compliance form based on extension of status through on-line form submission for one of the following:
  1. Change of Status/Extension
  2. Lawful/Conditional Permanent Resident
- Documentation will be required to be included with the form submission, forms accessible by visiting: https://www.auburn.edu/administration/business-finance/financial/tax-compliance.html
- An email that provides Legal Dates of Employment for the extension/change of status will be sent to the department contact on the form

**Authorized Verifier - Department/Onboarding Ctrl/ or TES**

- Upon completion of the appropriate tax compliance form, a reverification of the work authorization of the Form I-9 will be completed
- Bring your ORIGINAL documentation to the university verifier for the Form I-9 process
- If an electronic Form I-9 does not exist in the system, the reverification must be completed on a PAPER form by visiting: https://www.USCIS.gov
- If PAPER form is completed, upload a copy of the form along with supporting documents to the Records Verification secure upload: https://www.auburn.edu/administration/human_resources/Secure_Document_Upload/hrrecords.html

**Human Resources Records**

- Verifier notifies Human Resources Records at humres@auburn.edu that the reverification has been completed.
- Records updates the end date in the HR Information System (HRIS) and appropriately files the information.

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**Updating the SS Number:**

- **NOTE:** If an employee that does not have a current SSN, when the new card is received, please contact Onboarding Center to update the Form I-9 record and to finish the E-Verify action.
- A copy of the SS card must be provided to Records via the secure Verifications Documents upload: https://www.auburn.edu/administration/human_resources/Secure_Document_Upload/hrrecords.html

- **IMPORTANT REMINDER:** To ensure Federal compliance, the FORM I-9 reverification must be completed prior the expiration of the previous status end date