



Required Forms for Transfers – Faculty Appointments

Faculty Appointment Full-Time > Faculty Appointment Part-Time

Required Forms/Information

- [Academic Personnel Authorization Form without Recruitment \(PROV200\)](#)
- [Personal Data Form \(PDF\)](#)
- [Alabama Department of Revenue Withholding Form \(A4\)](#)
- [Federal Withholding Allowance Certificate \(W-4\)](#)
- [City of Auburn Withholding Exemption Certificate \(C-4\)](#)
- Completion of Background Check (Confirmed by Provost Office)
- If applicable, completion of [Foreign National Tax Form](#). ([See instructions](#) for additional information.)
- Completion of Form I-9 and E-Verify (AU Access)
- Copy of Signed Offer Letter (if applicable. Obtain from employee)
- Copy of Vita (obtain from employee)
- Copy of Transcripts (obtain from employee)

Required Actions

1. The departing department submits an Employee Termination EPAF (TERMEE)
2. If applicable, completion of [Foreign National Tax Form](#). ([See instructions](#) for additional information.)
3. HR Records enters the record into Banner.