These instructions are to be used for new hires, re-hires, change of status to Conditional Permanent Resident (CPR) or Lawful Permanent Resident (LPR).

1. If applicable, department notifies Office of International Programs that the employee needs a change of status to LPR or CPR.

2. The hiring department will direct employee to the Foreign National Tax Form and Secure Document Upload for LPR’s and CPR’s: [http://www.auburn.edu/administration/business-finance/financial/foreign-national-lpr.html](http://www.auburn.edu/administration/business-finance/financial/foreign-national-lpr.html)

3. The Hiring 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 department with the information needed to complete or re-verify the I-9. *Advise the employee they will need their CPR card, LPR Card, I-551 stamp or extension of CPR status to upload to the system.*

4. 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.

5. After the contact person receives the e-mail from Tax Compliance, instruct the employee to bring appropriate original documents required to complete or re-verify the I-9, if applicable. For information or assistance regarding the I-9 re-verification, please contact Human Resources at humnres@auburn.edu.