



Required Forms for New Hires

Visiting Scholar* Appointment (Paid)

Required Forms

- ☐ [Visiting Scholar Authorization Form](#)
- ☐ [Copy of Approved DS-2019 Authorization](#) (contact the Office of International Programs)
- ☐ [Personal Data Form](#) (PDF)
- ☐ [Alabama Department of Revenue Withholding Form \(A4\)](#)
- ☐ [Federal Withholding Allowance Certificate \(W-4\)](#)
- ☐ [City of Auburn Withholding Exemption Certificate \(C-4\)](#)
- ☐ If applicable, completion of [Foreign National Tax Form](#). ([See instructions](#) for additional information.)
- ☐ Completion of Form I-9 and E-Verify (AU Access)