

Foreign National Employees

If you are trying to reappoint or extend the appointment of an international employee whose work authorization has expired, the employee must first provide copies to you of all current unexpired work authorization documents before they can begin work. These may include but are not limited to a current I-20, DS-2019, I-797A or updated Employment Authorization card.

The employee must complete Section 1 of the I-9 form. The HR departmental contact completes Section 3, Updating and Re-verification. The HR departmental contact should attach copies of the current work authorization documents to the I-9 form and submit, along with the Appointment Status Form (ASF).

If an employee's work authorization will expire prior to the appointment end date, the employee should contact International Services (IS) to determine if he/she is eligible to receive an extension. In some cases this may take 30 to 60 days so it is important that the HR departmental contact is aware of all international employees working in the department, and when their authorization expires. The Employment Center regularly audits GEMS records to determine if employees have expired dates in the system and, if expired dates are found, the Employment Center will contact the appropriate HR departmental contact.

If an employee notifies you that their Immigration Status has changed, they must complete a new I-9 form. The employee completes Section 1 of the I-9 form and the HR departmental contact completes Section 3, Updating and Re-verification. The HR departmental contact should attach copies of the current work authorization documents to the I-9 form and submit, along with the ASF.