



# GRADUATE PAYROLL ORIENTATION

ATTENTION ALL **NEW** GRADUATE STUDENTS

**\*PLAN TO ATTEND IF YOU HAVE A PAID ASSISTANTSHIP OR FELLOWSHIP\***

**STEWART CENTER (STEW) ROOM 218 ABCD**

Students will complete all payroll and tax requirements during the orientation.  
It is **IMPORTANT** to attend. No appointment required. Open check-in times are listed below:

WEEK 1	WEEK 2
<p><b>Date:</b> Thursday, August 8<sup>th</sup> <b>Time:</b> 1:30 pm – 5:00 pm</p> <p><b>Date:</b> Friday, August 9<sup>th</sup> <b>Time:</b> 10:00 am – 5:00 pm</p> <p><b>Date:</b> Saturday, August 10<sup>th</sup> <b>Time:</b> 10:30 am – 3:30 pm</p>	<p><b>Date:</b> Monday, August 12<sup>th</sup> <b>Time:</b> 10:00 am – 5:00 pm</p> <p><b>Date:</b> Tuesday, August 13<sup>th</sup> <b>Time:</b> 10:00 am – 5:00 pm</p> <p><b>Date:</b> Wednesday, August 14<sup>th</sup> <b>Time:</b> 10:00 am – 5:00 pm</p> <p><b>Date:</b> Thursday, August 15<sup>th</sup> <b>Time:</b> 10:00 am – 5:00 pm</p> <p><b>Date:</b> Friday, August 16<sup>th</sup> <b>Time:</b> 1:00 pm – 4:00 pm</p>

Please **BRING** the following **ORIGINAL** documents to the orientation:

INTERNATIONAL STUDENTS	U.S. CITIZENS & PERMANENT RESIDENTS
<ul style="list-style-type: none"> <li>• Purdue University Offer Letter</li> <li>• Passport</li> <li>• I-94 card</li> <li>• Approved Work Authorization (I-20 or DS-2019)</li> <li>• Social Security Card (if you have one) or ITIN</li> <li>• SEVIS Compliance form (for transfers only)</li> <li>• Bank Account &amp; Routing Number (blank check, if possible)</li> </ul>	<ul style="list-style-type: none"> <li>• Purdue University Offer Letter</li> <li>• 2 Valid Forms of Identification (1 ID must contain photo) such as:               <ul style="list-style-type: none"> <li>• Passport</li> <li>• Social Security Card</li> <li>• Drivers License</li> <li>• Birth Certificate</li> <li>• Permanent Resident Card</li> </ul> </li> <li>• Bank Account &amp; Routing Number (blank check, if possible)</li> </ul>

All students with a Graduate Assistantship must complete Section 1 of the U.S. Citizenship and Immigration Services Form I-9, Employment Eligibility Verification, prior to attending GPO.

- To access the form please visit: [www.purdue.edu/Payroll](http://www.purdue.edu/Payroll)
- Click the link titled, "Electronic I-9 for new hires/rehires"
- Log in & complete Section 1