All students with a Graduate Assistantship must complete the New Hire Wizard **PRIOR** to attending GPO. To access the New Hire Wizard you will receive an email from Purdue HR.

All student employees must **BRING** their **ORIGINAL, UNEXPIRED and UNRESTRICTED** document(s) with them to orientation for completion of Section 2 of the Form I-9. Student employees should review the List of Form I-9 Acceptable Documents at: [https://www.uscis.gov/i-9-central/acceptable-documents/list-documents/form-i-9-acceptable-documents](https://www.uscis.gov/i-9-central/acceptable-documents/list-documents/form-i-9-acceptable-documents)

- F-1 Student employees typically present the following documents:
  - Foreign Passport, Form I-94 and I-20
- J-1 Student/Scholar employees typically present the following documents:
  - Foreign Passport, Form I-94 and DS-2019

All students with a Graduate Assistantship should review the GPO Checklist on the GPO website to ensure the Pre-Orientation steps completed.

**Orientation Location:** STEWART CENTER (STEW) ROOM 218 ABCD  
[http://www.purdue.edu/gradschool/gradpayroll/](http://www.purdue.edu/gradschool/gradpayroll/)

It is **IMPORTANT** to attend. No appointment required. Open check-in times are listed below:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, August 12th</td>
<td>8:30 am – 4:30 pm</td>
<td>Wednesday, August 14th</td>
<td>8:30 am – 4:30 pm</td>
</tr>
<tr>
<td>Tuesday, August 13th</td>
<td>8:30 am – 4:30 pm</td>
<td>Thursday, August 15th</td>
<td>8:30 am – 4:30 pm</td>
</tr>
</tbody>
</table>

**GRADUATE PAYROLL ORIENTATION**

**ATTENTION ALL NEW GRADUATE STUDENTS**

*PLAN TO ATTEND IF YOU HAVE A PAID ASSISTANTSHIP*