College of Liberal Arts and Sciences
Checklist for New Faculty Appointment

Name: ___________________________ Department: ________________
UF ID: ___________________________ Title: ______________________

Requirements for Processing

☐ Letter of Offer
☐ 3 letters of recommendation (advertised faculty positions OR
   Letter of transmittal and waiver letter signed by Vice Provost for Faculty Affairs
   (non-advertised positions)
☐ 270- Form - Academic Staff Biographical Information Sheet
☐ CV
☐ Degree Verification
☐ W-4
☐ Foreign National Tax Information Form – Submit Original and 1 copy
   - Windstar form
   - I-94
   - I-AP-66
☐ I-9 Employment Eligibility Verification
☐ Copy of Social Security Card
☐ HR 50 Form - Four in One Form
☐ UB 100 Form - Benefits Acknowledgement Form
☐ Retirement Plan Statement
☐ Disclosure of Outside Activities and Financial Interests – if applicable
☐ Direct Deposit Authorization Form
☐ Sexual Harassment Workshop Notification
☐ Approved Nepotism Letter – if applicable

Foreign Nationals Documentation Requirement

☐ Copy of Passport and copy front and back of

<table>
<thead>
<tr>
<th>Permanent Resident</th>
<th>H-1 Visa</th>
<th>J-1 Visa</th>
<th>F-1</th>
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<tbody>
<tr>
<td>2 copies of green card or applicable stamp on passport</td>
<td>Copy of I-797</td>
<td>Copy of DS 2019</td>
<td>Copy of I-20</td>
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<td>Labor Condition Application (LCA)</td>
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Rev 04/08