



Human Resources
282 Champions Way
PO Box 3062410
Tallahassee, FL 32306-2410
Phone: 850-644-6034
Fax: 850-645-4670

Documents to submit for NRA appointments

Documents for new hires working with a Visa

- Smart Onboarding Portal
- Passport
- I-94 (available at <https://i94.cbp.dhs.gov/I94/request.html>)
- I-9 (completed online)
- Social Security card or Application Receipt

Additional documents for new hires working on a F-1 Visa

- I-20
- United States Visa

Additional documents for new hires working on a J-1 Student Visa

- DS-2019
- United States Visa
- Work Authorization Letter from Sponsor

Additional documents for new hires working on a J-1 Non-Student Visa

- DS-2019
- United States Visa

Additional documents for new hires working on a H-1B Visa

- I-797
- United States Visa

Additional documents for new hires working on a J-2 Visa or other EAD card holder

- EAD

Additional documents for new hires working on a TN Visa

- I-797

Documents to submit for RA appointments

Documents for new hires with Permanent Residency

- Smart Onboarding Portal
- Unrestricted Social Security card or Restricted Social Security card and Permanent Resident card
- I-9 (completed online)