

Please submit the original documents to ISERP at 370 IAB, or send via email to [iserp-hiring@columbia.edu](mailto:iserp-hiring@columbia.edu).

### **Department Research Assistant - New Hire Checklist**

- [Hire Data Form for Candidates](#)
- CV
- Academic Profile (can be obtained from <https://ssol.columbia.edu/>)
- I-9: [See instructions here](#)
- [Invention Agreement form](#)
- [Ethnicity form](#)
- [Tax Forms:](#)
  - W-4
  - One of the following** NYS tax forms: (Please carefully review and chose the one that applies to your situation.)
    - IT2104: NYS residents.
    - IT2104.1: Non-residents.
    - IT2104E: Exemption form for full time students under the age of 25

*If you are not a US citizen, please also provide the following:*

- Passport
- Visa
- I-20
- I-94
- If applicable: Permanent Resident card; Any others that apply

**All Columbia employees must have a valid U.S. work authorization and a Social Security Number. International students who do not have a Social Security Number (SSN), can request a Social Security Verification form from ISERP to apply for a number with the Social Security Administration.**