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*FOREIGN NATIONAL TAX FORM AND SECURE DOCUMENT UPLOAD– LAWFUL  
PERMANENT RESIDENTS AND CONDITIONAL PERMANENT RESIDENTS*

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These instructions are to be used for new hires, re-hires, change of status to Conditional Permanent Resident (CPR) or Lawful Permanent Resident (LPR).

1. If applicable, department notifies Office of International Programs that the employee needs a change of status to LPR or CPR.
2. The hiring department will direct employee to the Foreign National Tax Form and Secure Document Upload for LPR's and CPR's: <http://www.auburn.edu/administration/business-finance/financial/foreign-national-lpr.html>
3. The Hiring Department **MUST** provide Hiring Department Contact Name and e-mail address to the employee to enter on the form. If this information is **NOT** provided, the employee will be unable to complete the form and Tax Compliance will be unable to provide the department with the information needed to complete or re-verify the I-9. \*Advise the employee they will need their CPR card, LPR Card, I-551 stamp or extension of CPR status to upload to the system. \*
4. Once the employee has completed the form and document upload, Tax Compliance will e-mail the legal dates of employment to the contact person on the Foreign National Tax Form and Human Resources. The department must receive the email from Tax Compliance **PRIOR TO** reverification of the I-9.
5. After the contact person receives the e-mail from Tax Compliance, instruct the employee to bring appropriate original documents required to complete or re-verify the I-9, if applicable. For information or assistance regarding the I-9 re-verification, please contact Human Resources at [humnres@auburn.edu](mailto:humnres@auburn.edu).