



Rutgers Global

Rutgers Global - International Student and Scholar Services
180 College Ave. New Brunswick, NJ 08901
848-932-7015 | global.rutgers.edu

INTERNATIONAL HCM/PAYROLL FORM

FOR RUTGERS EMPLOYEES IN F-1 STATUS

- Provide this form to your employing unit at Rutgers for assistance with completing your VISA information in the HCM/Payroll system under the Citizenship/Visa Tab and the Guardian I-9 system under the Visa/Permit Data Tab.
- If your VISA type or non-immigrant status changes after hire, you must provide your employer with a new International Payroll Form. (E.g. change from F-1 OPT to H-1B, you will need to attend an orientation workshop offered by Rutgers Global - International Student and Scholar Services office and will receive a new payroll form).
- For F-1 students, your on-campus employment authorization terminates on the date on which you complete your degree requirements (even if your I-20 is valid until after that date).
- Contact Rutgers Global - International Student and Scholar Services with any questions regarding this form.

SECTION I: EMPLOYEE INFORMATION - TO BE COMPLETED BY EMPLOYEE

Last Name: **MALHOTRA** First Name: **ARYAN**

☐ New to Rutgers Payroll (first time OR starting again after being off payroll for a period of time)

☐ Currently on Rutgers Payroll (this is an extension of previously-authorized employment)

Citizenship Information

Country of Citizenship/Nationality: **India**

Country of Legal Permanent Residence: **India**

Does your visa status allow work authorization? ☒ Yes ☐ No

(You may have work authorization, e.g. EAD, CPT, etc. or you may need to apply for work authorization.)

Visa/Permit Information for Nonresidents

Visa/Permit Type: **F-1 Student**

Date of Entry into Country: **08/25/2024**

Visa/Permit Status: **Granted**

Status Date: **08/25/2024**

Status Expiration Date: **May 31, 2028**

Signature of Employee

ARYAN MALHOTRA

Name (Printed) of Employee

2/3/2025

Date

SECTION II: TO BE COMPLETED BY INTERNATIONAL STUDENT/SCHOLAR ADVISER

Employment conditions for the following status: **F-1**

☒ Must be a registered student pursuing a full course of study. Employment eligibility terminates upon completion of all degree requirements.

☒ Not to exceed 20 hours/week. (Unlimited during annual school vacation periods)

☒ USCIS employment authorization document ("EAD") NOT required.

☐ Limited to the following position *only*: _____

☒ May accept any position within the university

Additional conditions or comments: _____

**If F-1/J-1 Student box at top of this section is checked, the signature below from a Designated School Official serves to certify that this student is enrolled in a full course of study and is authorized to work on campus.



Signature of International Student/Scholar Adviser

1/27/2025

Date