Employing Foreign Nationals at Virginia Tech

**Target Audience:**
Office Managers, Supervisors, Administrative Assistants, Administrative Support, or anyone who needs to know the details involved in hiring foreign national students, teachers, scholars, etc.

**Program Objectives:**
To provide Virginia Tech departments with the guidelines to ensure University compliance with Internal Revenue Service (IRS) and US Citizenship and Immigration Services (USCIS) regulations regarding employing and paying foreign nationals. Review of NRA W-4, VA-4 and Foreign National Data Forms and tips for completing them.

**Course Summary:**
This class will provide a brief background of immigration regulations as a prelude to covering the types of international visas and who is eligible to be hired. The class will review employment eligibility requirements and restrictions for foreign national visa types. Information will be provided regarding the additional documents needed by Payroll for foreign nationals with tips to aid in the proper completion of those forms.

**Cost:**
No cost, but you must register in advance.

**Prerequisites:**
None.

**Type of Instruction:**
PowerPoint presentation, discussion, questions and answers.

**Sign Up:**
To sign up please go to [https://www.training.vt.edu](https://www.training.vt.edu)
- Click View by Category
- Highlight VP for Finance and CFO
  - Click GO
- Choose your class under the Controller’s Office section.

**Additional Comments:**
Course is on-going, offered Wednesday of the third full week of the month 10 AM - 12 noon in Room 2450 North End Center. Training sessions with less than three (3) participants will be rescheduled to the next month. REMINDER: The Payroll trainers are always available to answer your individual questions or to offer assistance. Contact Janet Kunz at (540) 231-3754 / jakunz@vt.edu.