

From: [Burch, Tina](#)
Subject: Work Permit - "Did you know....."
Date: Thursday, June 13, 2019 5:21:00 PM
Attachments: [International Employment - Trisha Iyonsi.pdf](#)

Work Permit/Clearance expiration date can be viewed in Banner 9 on the PEAEMPL screen. Once in the PEAEMPL record for an employee then chose the U.S. Regulatory tab, click on "more information" (right side of screen). This brings up a pop up box that shows the work clearance expiration date.

Work Permit sessions for students are scheduled for 6 different dates in August. The dates/times are included in the attachment.

If you have Faculty and/or Staff that are not citizens of the U.S. then they need to have an appointment with the ISS office; more specifically Trisha Iyonsi. Trisha will check their immigration/tax status and assist them in completing the correct documents needed for getting a work permit. Trisha is located in 250 Student Union and can be reached at 744-8117 to schedule an appointment.

Another thing to keep in mind: we also need to contact Trisha at ISS when we are paying a non-resident alien an honorarium payment.

Please share with others in your area as needed and as always let me know if you have any questions,

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