



**2010/11**

**ATTENTION ALL NEW GRADUATE STUDENTS:  
PLAN TO ATTEND IF YOU HAVE AN ASSISTANTSHIP  
OR FELLOWSHIP**

**SIGN-UP SESSIONS FOR PAYROLL – Stewart Center (STEW) 310  
INTERNATIONALS & U.S. CITIZENS**

Week of August 9 <sup>th</sup>	Week of August 16 <sup>th</sup>
<b>Date:</b> Tuesday, <b>August 10<sup>th</sup></b> <b>Time:</b> 1:30 pm and 3:00 pm (60 minute sessions)	<b>Date:</b> Monday, <b>August 16<sup>th</sup></b> <b>Time:</b> 9:00 am (60 minute session)
<b>Date:</b> Wednesday, <b>August 11<sup>th</sup></b> <b>Time:</b> 1:30 pm and 3:00 pm (60 minute sessions)	<b>Date:</b> Wednesday, <b>August 18<sup>th</sup></b> (RA/GA/Fellows Only) <b>Time:</b> 1:30 pm and 3:00 pm (60 minute sessions)
<b>Date:</b> Thursday, <b>August 12<sup>th</sup></b> <b>Time:</b> 1:30 pm and 3:00 pm (60 minute sessions)	<i>Due to Teaching Assistant (TA) training, the 8/18 sessions are available for Research Assistants (RA), Grad Assistants (GA) and Fellowship recipients only.</i>
<b>Date:</b> Friday, <b>August 13<sup>th</sup></b> <b>Time:</b> 9:00 am and 10:30 am (60 minute sessions)	<b>Date:</b> Thursday, <b>August 19<sup>th</sup></b> <b>Time:</b> 1:30 pm and 3:00 pm (60 minute sessions)
<b>Date:</b> Friday, <b>August 13<sup>th</sup></b> <b>Time:</b> 1:30 pm and 3:00 pm (60 minute sessions)	<b>Date:</b> Friday, <b>August 20<sup>th</sup></b> <b>Time:</b> 1:30 pm (60 minute session)

**Please bring the following ORIGINAL documents with you:**

**– DIRECT DEPOSIT IS THE WAY WE PAY PEOPLE AT PURDUE –**

**Please bring your bank routing number and account number!**

**Internationals:** Purdue University Offer Letter, Passport, 1-94 card, Approved Work Authorization (I-20 or DS-2019), Social Security Card (if you have one), Sevis Compliance form (for transfers only), and bank account information for direct deposit.

*International Students - Please visit ISS (International Students and Scholars) before coming to the payroll orientation. They are available in STEW 302-306.*

**U.S Citizens:** Purdue University Offer Letter, 2 valid forms of identification (i.e.: valid Passport, Social Security Card, Drivers License, Birth Certificate—note one ID provided must contain a photo), and bank account information for direct deposit.

*Issues and questions regarding taxes and pay requirements will be addressed at this time. It is **important** for you to attend one of the sessions listed above.*