



# FIRST TIME INSTRUCTORS

## FOR INSTRUCTORS THAT ATTENDED FIU AS STUDENTS:

1- Please fill out the forms posted on the URL below:

<http://www.fiu.edu/personnel/signon/OrientationOps.html>

2- Please return all the required forms PERSONALLY to:

Florida International University  
University Park Campus  
11200 SW 8<sup>th</sup> Street, Miami, FL. 33199  
Human Resources  
PC 224

## NON-FIU STUDENTS INSTRUCTORS:

1- Please fill out the forms posted on the URL below:

<http://www.fiu.edu/%7Epurchase/Vendors.htm>

The Documents that have to be filled out are the following:

- Vendor Application
- IRS W-9 Form
- IRS Form W-8BEN
- Electronic Payment Authorization Form (Optional Only)

2- Please return or mail all documents back to CT3 at the address below:

Center for Technology Transfer and Training  
Florida International University  
Engineering Center  
Department of Civil and Environmental Engineering  
10555 West Flagler Street, Room 3600  
Miami, FL 33174  
Fax: (305) 348-2802  
Email: [ctqp@fiu.edu](mailto:ctqp@fiu.edu)

*Note: All state employees should fill out a dual employment form in addition to the forms listed above.*

If you have any questions, you can contact FIU's CTQP at 305-348-0198.

