



New Hire Document Checklist

Student Hire

(Undergraduate, Graduate, and Stipend Receivers)

Name of Student: _____

Department: _____ Date : _____

Please complete, check and submit each document to Human Resources. This information is necessary to complete university procedures in the hiring decision.

All FORMS MUST BE TYPED

Required Forms For Students:

- Personal Data Sheet
- I-9 Form
- I-9 Identification Copies
- W-4 Form *(Please return completed form to the payroll office – Hannah Hall room 135)*
- Completed Application
- Confidentiality Agreement
- Background Check
- Class Schedule Fall Spring Summer

Submitted By: _____

Reviewed By: _____
(HR Representative)