Student Employment Documents Checklist

Student Name ________________________________________

Timekeeper __________________________   Timekeeper’s Email ___________________________

Hiring Department __________________________

___ Apply to position via Handshake (undergraduate student worker positions)

___ Work Authorization Form - Student Employee section (undergraduate student worker positions)

___ Student Employee Data Sheet

___ Form W-4, Employee’s Withholding Certificate

___ Local Earned Income Tax Residency Certification Form

___ Local Services Tax - Exemption Certificate (optional)

___ Form I-9, Employment Eligibility Verification (Section 1 only)

___ Form I-9, Preparer and/or Translator Certification (only if applicable)

___ Social Security Card (must be signed)

___ Photo ID (current)

___ Direct Deposit Authorization Form (voided check recommended)

___ Confidentiality Statement

___ SU Information Release Authorization

___ SU Background Clearance Certification

___ SU FBI Fingerprint Questionnaire

International Students - Additional Requirements

___ Proof of application for Social Security Card

___ Form I-20, Certificate of Eligibility for Nonimmigrant Student Status

___ Form I-94, U.S. Customs & Border Protection, Arrival/Departure Record

___ Passport – Required to copy all marked pages