Student Employment Documents Checklist

Dear Student - Please use this checklist as a guide to ensure that you've completed all necessary paperwork and steps as part of the hiring process.

PLEASE PRINT ALL FORMS ONE-SIDED, COMPLETE ALL FORMS IN BLUE OR BLACK INK, AND WRITE NEATLY TO ENSURE THE ACCURACY OF YOUR DATA.

___ 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
___ Employee's Nonwithholding Application Certificate* (for residents of MD, NJ, OH, VA, WV)
___ 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)
___ Form I-9 Documentation**
___ Social Security Card REQUIRED
___ Direct Deposit Authorization Form REQUIRED (voided check recommended)
___ Confidentiality Statement
___ Workers' Compensation Employee Notification***
___ Workers' Compensation Information***
___ 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

*Further instructions available at end of packet
**Please refer to List of Acceptable Documents at end of packet
***List of Designated Health Care Providers available at end of packet