



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***