



# STUDENT EMPLOYEE REQUISITION

2100 Student Services Building, MC 335

A student is not eligible to start work until he/she is cleared by the Student Employment Office. The student can report any time Monday - Friday between 12:00pm and 4:00pm to complete the necessary NEWHIRE/REHIRE Forms. Please note: You should allow for one hour to complete. Please review the following:

- \* Original I-9 documentation for the Immigration Reform and Control Act of 1986 must be provided on or before the first day of employment (review attached list of acceptable I-9 documents).
- \* A student must be registered and maintain at least six credit hours during the semester to work under e-class SA (different rules apply for the summer term).

## PLEASE TYPE INFORMATION ON THIS FORM

Name of Employee			UIN	
Address		City	State	Zip Code
Telephone		Email of Student @uic.edu		
C	Banner Position Number	Requested Position	Requested Salary	Requested Effective Date

Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does this position require a physical?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Does this position require a drug screen?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Does this position have any patient contact?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Is this position security sensitive?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Will this person be working with minors?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Please run a Sanction Review:	YES <input type="checkbox"/>	NO <input type="checkbox"/>

### \*\*REQUIRED\*\*

C-FOAP number: - - -
Please indicate the C-FOAP number to charge the Sanction Review and/or the Criminal Background Check.

Institution of Learning: UIC  Other: \_\_\_\_\_  
 (Attach Proof of Attendance from an Illinois State-funded University. Proof will be required at the beginning of every term the student continues employment as a student employee.)

Number of Hours Working per Week: \_\_\_\_\_

Department Contact		Department Name		
		@uic.edu		
Name of HR Submitter		Email of Submitter		Employing Org Number
Room Number	Building	Telephone	M/C	Employing College and Code

Authorized Departmental Signature \_\_\_\_\_ Date \_\_\_\_\_

## LISTS OF ACCEPTABLE DOCUMENTS

### All documents must be UNEXPIRED

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity Employment	LIST C Documents that Establish Authorization AND
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:               <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                   <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</li> </ol> </li> </ol> </li> <li>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</li> </ol>	OR	<ol style="list-style-type: none"> <li>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> <li style="text-align: center;"><b>For persons under age 18 who are unable to present a document listed above:</b></li> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>	<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:               <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</li> <li>3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</li> <li>4. Native American tribal document</li> <li>5. U.S. Citizen ID Card (Form I-197)</li> <li>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>7. Employment authorization document issued by the Department of Homeland Security</li> </ol>

**Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).**

**Refer to the instructions for more information about acceptable receipts.**