A student is not eligible to start work until they complete the required HR onboarding process in its entirety with the employing department/HR administrator.

## Please review the following:

- A student must be registered and maintain at least six credit hours during the semester to work under Student Employment (different rules apply for the summer term).
- Original I-9 documentation must be provided on or before the first day of employment (review attached list of acceptable I-9 documents).

PLEASE TYPE INFORMATION	ON THIS FORM				
Name of Employee			UIN		
Address	City	State	Zip Code		
		@uic.edu			
Telephone	Email of Student				
C Banner Position Number AAAA R	equested PositionÁãi/^///////////////////////////////////	<b>*************************************</b>	Requested Effective Date		
Duties:					
Does this position require a physicology p	screen?         YES         NO           nt contact?         YES         NO           YES         NO         NO           nors?         YES         NO	╡ ┏━━・	**REQUIRED**  Handshake Job ID #		
Does this position require a <u>Sancti</u> Institution of Learning: UIC	Other: (Attach Proof of Atte will be required at th	e beginning of every term the	te-funded University. Proof he student continues		
Number of Hours Working per W	employment as a st	udent employee.)			
Department Contact	Department Name	)			
Name of HR Submitter	@uic.edu Email of Submitter	E	mploying Org Number		
Room Number Building	Telephone	M/C <b>E</b> i	mploying College and Code		
Authorized Departmental Signatur	e		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  At	ND	LIST C Documents that Establish Employment Authorization
3.	U.S. Passport or U.S. Passport Card  Permanent Resident Card or Alien Registration Receipt Card (Form I-551)  Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine- readable immigrant visa	)	<ol> <li>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>ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or</li> </ol>	2.	A Social Security Account Number card, unless the card includes one of the following restrictions:  (1) NOT VALID FOR EMPLOYMENT  (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION  (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
4.	Employment Authorization Document that contains a photograph (Form I-766)		information such as name, date of birth, gender, height, eye color, and address		Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
5.	For a nonimmigrant alien authorized to work for a specific employer because of his or her status:      a. Foreign passport; and		<ol> <li>School ID card with a photograph</li> <li>Voter's registration card</li> <li>U.S. Military card or draft record</li> <li>Military dependent's ID card</li> </ol>		Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
the following:  (1) The same name as the and  (2) An endorsement of the nonimmigrant status as that period of endorsem	(1) The same name as the passport;	rt;	U.S. Coast Guard Merchant Mariner Card		Native American tribal document  U.S. Citizen ID Card (Form I-197)
	(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has		Native American tribal document     Driver's license issued by a Canadian government authority	6.	Identification Card for Use of Resident Citizen in the United States (Form I-179)
	not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		For persons under age 18 who are unable to present a document listed above:	7.	Employment authorization document issued by the Department of Homeland Security
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	1	<ol> <li>School record or report card</li> <li>Clinic, doctor, or hospital record</li> <li>Day-care or nursery school record</li> </ol>		

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

Refer to the instructions for more information about acceptable receipts.