STUDENT EMPLOYEE REQUISITION

2100 Student Services Building, MC 335

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 _____ Requested Position Title _____ Requested Salary _____ Requested Effective Date _____

Duties: _____

Does this position require a physical? YES ☐ NO ☐

Does this position require a drug screen? YES ☐ NO ☐

Does this position have any patient contact? YES ☐ NO ☐

Is this position security sensitive? YES ☐ NO ☐

Will this person be working with minors? YES ☐ NO ☐

Does this position require a sanction review? YES ☐ NO ☐

****REQUIRED****

Handshake Job ID #

Institution of Learning: UIC ☐

Background Check Charge C-FOAP

2- _____ - _____ - ****** - _____

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**

Select One

Room Number _____ Building _____ Telephone _____ M/C _____ **Employing College and Code**

Authorized Departmental Signature _____ Date _____

Updated 05/2025

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.
* Documents extended by the issuing authority are considered unexpired.
Employees may present one selection from List A or a
combination of one selection from List B and one selection from List C.
Examples of many of these documents appear in the Handbook for Employers (M-274).

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		**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, sex, height, eye color, and address		**1.** 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
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		**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, sex, height, eye color, and address		**2.** Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		**3.** School ID card with a photograph		**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
4. Employment Authorization Document that contains a photograph (Form I-766)		**4.** Voter's registration card		**4.** Native American tribal document
5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole: **a.** Foreign passport; and **b.** Form I-94 or Form I-94A that has the following: **(1)** The same name as the passport; and **(2)** An endorsement of the individual's status or parole 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.		**5.** U.S. Military card or draft record		**5.** U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		**6.** Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		**7.** Employment authorization document issued by the Department of Homeland Security For examples, see **Section 7** and **Section 13** of the M-274 on **uscis.gov/i-9-central**. The Form I-766, Employment Authorization Document, is a List A, **Item Number 4.** document, not a List C document.
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		
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				

Acceptable Receipts

May be presented in lieu of a document listed above for a temporary period.
For receipt validity dates, see the M-274.

• Receipt for a replacement of a lost, stolen, or damaged List A document. • Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. • Form I-94 with "RE" notation or refugee stamp issued to a refugee.	**OR**	Receipt for a replacement of a lost, stolen, or damaged List B document.	Receipt for a replacement of a lost, stolen, or damaged List C document.

*Refer to the Employment Authorization Extensions page on **I-9 Central** for more information.