

# Student Employment Authorization Card

(A separate authorization card must be submitted for EACH student position held.)

Returning Student Employees need only to complete Student Employment Authorization Card. **New Student Employees must submit the Federal, State, and Local Tax forms, and the I-9 Employment Eligibility form with this authorization card to HR (Esch 155) for payroll processing.**

## (A) To Be Completed by Student (PLEASE PRINT)

Last name	First	MI
Social Security #		Student ID#

Credit hours enrolled: Sem. I \_\_\_\_\_ Sem. II \_\_\_\_\_ Spring \_\_\_\_\_ Summer I \_\_\_\_\_ Summer II \_\_\_\_\_  
Undergraduate students: a minimum of 6 credit hours. Graduate students: a minimum of 4.5 credit hours.

## (B) To Be Completed by Department Head/Supervisor

Department	Authorized Signature
Department Account #	Student's Date of Hire

## (C) To Be Completed by International Student and International Division (ANSWER ALL)

Completed Tax Forms: yes \_\_\_ no \_\_\_    Completed I-9: yes \_\_\_ no \_\_\_    Applied for SSN: yes \_\_\_ no \_\_\_

NRA: yes \_\_\_ no \_\_\_    Country \_\_\_\_\_

Authorizing Signature from International Division \_\_\_\_\_

Office use:

STU# \_\_\_\_\_

WS \_\_\_\_\_

Off-C-WS \_\_\_\_\_

Position \_\_\_\_\_

Pay Rate \_\_\_\_\_

Index \_\_\_\_\_

ENROLLED \_\_\_\_\_

DATE \_\_\_\_\_

E CLASS \_\_\_\_\_

PPAIDEN \_\_\_\_\_

PEAEMPL \_\_\_\_\_

NBAJOBS \_\_\_\_\_

PDADEN \_\_\_\_\_

Tax Form \_\_\_\_\_

I-9 \_\_\_\_\_

NRA \_\_\_\_\_