


Andrews  University
Student Work Permit

INSTRUCTIONS:

1. Employing department/supervisor completes section 1 and sends student to the Employment Office.
2. Section 3 will be completed by the Employment Office once employment eligibility has been verified and student has completed all necessary paperwork.
3. The student brings back completed work permit to the department.
4. The department submits an electronic personnel action form (EPAF) to activate a position.
5. Once dept receives email that the EPAF has been applied, then the student may begin working.

SECTION 1

Student Name: _____ ID Number: _____ Expected Start Date: _____

Hiring Dept: _____ Supervisor—ID#: _____ Signature: _____

SECTION 2

In order to complete the I-9 employment eligibility verification form, the individual must present **signed original documents**. The following list provides the *most common* sets of documents which qualify.

For US Citizens or Residents—choose *one* of the following options:

1. US Passport
2. Permanent Resident Card
3. Driver's License + Social Security Card
4. Driver's License + Birth Certificate
5. School ID Card + Social Security Card
6. School ID Card + Birth Certificate
7. Employment Authorization Document that contains a photograph (unexpired)

International Students—must present their passport, I-20, I-94, and school ID.

For a complete list of acceptable documents, see the Employment Office or visit the USCIS I-9 website at: <https://www.uscis.gov/i-9>.

NOTE: employee will activate their **direct deposit** online *once their employment is fully processed*.

SECTION 3

- Enrolled full-time or is maintaining an enrollment status for student employment this semester *at this time*.
- Established U.S. address for mailing or home address in the BANNER system.
- SSN is in Banner (if missing, enter from W4 forms; if none, enter 9 zeros).
- Completed the Student Employee Data Sheet and Federal & State W-4 forms necessary for employment.
- Completed the I-9 employment eligibility verification form (I-9 completed date: _____).
- Michigan work permit received (circle one): N/A | Y

Visa (circle one): F1 | J1 | US Citizen | PR | Other: _____

Employment verification by: _____ Date: _____