



Student Employment Services
Campus Center, 4th Floor
100 Morrissey Blvd.
Boston, MA 02125-3393
617.287.6320
ses@umb.edu

Pre-Employment Paperwork Confirmation

STUDENT NAME _____
(PLEASE PRINT YOUR NAME)

STUDENT SSN _____

STUDENT ID _____

Before you can work you must go to Student Employment Services (Campus Center, 4th Floor) or One Stop (Campus Center, UL) with this confirmation sheet and complete the appropriate forms (see list below). International students must go to Student Employment Services. You need to return this confirmation sheet to your supervisor once it has been signed by Student Employment or One Stop staff.

_____ I-9 Form: This form is used to verify your eligibility to work by providing an original US birth certificate or social security card and a driver's license or student ID. A US passport is also acceptable. Additional documents can be provided to verify your eligibility, please go to www.umb.edu/students/employment/handbook/i-9.pdf for a full list.

_____ State and Federal Tax Withholding Form

International students will also need:

I-20 form, valid passport, I-94, and Social Security Card or Application Letter

FOR STUDENT EMPLOYMENT SERVICES & ONE STOP USE ONLY

The above student has completed all the necessary paperwork

NAME

SIGNATURE

DATE