



TEXAS A&M UNIVERSITY

College of
Architecture

Student Worker Employment Form

- This form must be fully completed and submitted to the Business Office **before** the student begins work.
- **The student cannot begin work until they have passed a criminal background check.***
- International students cannot begin work until approval has been granted by International Student Services (ISS).
- When the student terminates employment, please notify Business_Office@arch.tamu.edu so that they can be removed from payroll.

Student's Information:

Full Name: _____ UIN: _____

Email address: _____ Student's Phone: _____

Employment Information:

Beginning Date: _____ Ending Date: _____

Job Title: _____ Rate of Pay Per Hour: _____

Is the student currently employed? _____ If Yes, which department? _____

Supervisor's Information:

Hiring Supervisor's Name: _____ Title: _____

Account Number: _____ Account Name: _____

Notes:

Signatures:

Student Employee's Signature: _____

Hiring Supervisor's Signature: _____

Department Head's Signature: _____

(If using departmental funds)

Submit this form and the student's I-9 form (<http://tx.ag/i9form>) to the Business Office before the student begins work.

For international students, additional paperwork may be required.

* as required by TAMU Regulation 33.99.14.M1 (<http://rules-saps.tamu.edu/PDFs/33.99.14.m1.pdf>)