



## Student Financial Aid

650 East Parkway South  
Memphis, Tennessee 38104  
(901) 321-3305  
[finaid@cbu.edu](mailto:finaid@cbu.edu)

Student First Name: \_\_\_\_\_ Student Last Name: \_\_\_\_\_

Student ID: 899 \_\_\_\_\_ Student Email: \_\_\_\_\_@cbu.edu

Last 4 digits of SSN: \_\_\_\_\_

EACH STEP MUST BE COMPLETED PRIOR TO WORK		CHECK
1.	<p>Verify funding source with Financial Aid. IWS FWS</p> <p>Amount \$ _____ <b>*HOURS WORKED CANNOT EXCEED TOTAL AMOUNT AWARDED IF FWS.</b></p>	
2.	<p>Supervisor needs to provide the following information about the student's employment:</p> <p>Department: _____ Supervisor's Name: _____</p> <p>Student Position/Title: _____</p> <p>Indicate Hourly Pay Rate: Level 1 \$ 7.25 per hour _____</p> <p>Level 2 \$ 10.00 per hour _____</p> <p>Level 3 \$ 13.00 per hour _____ (Intern Position approved by Career Services):</p> <p>Career Services Approval Signature: _____</p> <p>Hire Date: ____ / ____ / ____ Account/Org/Fund to be charged: _____</p>	
3.	<p>Complete I-9 &amp; W-4 Forms in Human Resources located in Thomas Center 115. See required documents for employment verification on reverse side of this form.</p> <p>HR signature verifying I-9 was completed: _____ Date: ____ / ____ / ____</p> <p>Start Date: ____ / ____ / ____ <b>*Cannot start until I-9 is approved by HR (see above).</b></p>	
4.	Return completed form to Financial Aid Office, Buckman Hall Room 127, for submission to payroll.	
5.	This original completed form (along with the Student Responsibility of Employment Agreement) <b>MUST</b> be turned in to Financial Aid and a copy to the hiring supervisor before working.	
6.	<p>Please understand that the last day of employment is the last day of the current academic year, and a new award and checklist must be completed each academic year.</p> <p><b>**Students can only be assigned one (1) FWS position per semester**</b></p>	

I commit to working for the above department and agree to provide ample notice should I choose to resign or work for another department on campus.

Student Signature \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Supervisor Signature \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## LISTS OF ACCEPTABLE DOCUMENTS

### All documents must be UNEXPIRED

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

<b>LIST A</b> <b>Documents that Establish Both Identity and Employment Authorization</b>	<b>OR</b>	<b>LIST B</b> <b>Documents that Establish Identity</b>	<b>AND</b> <b>LIST C</b> <b>Documents that Establish Employment Authorization</b>
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:               <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                   <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(2) An endorsement of the alien's nonimmigrant status 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.</li> </ol> </li> </ol> </li> <li>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</li> </ol>		<ol style="list-style-type: none"> <li>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, gender, height, eye color, and address</li> <li>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, gender, height, eye color, and address</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> <li><b>For persons under age 18 who are unable to present a document listed above:</b></li> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>	<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:               <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</li> <li>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</li> <li>4. Native American tribal document</li> <li>5. U.S. Citizen ID Card (Form I-197)</li> <li>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>7. Employment authorization document issued by the Department of Homeland Security</li> </ol>

**Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).**

**Refer to the instructions for more information about acceptable receipts.**