

Student Forms Checklist

Undergraduate/Graduate Mines Student Employees

Students employed by Mines **must** turn in the following items along with a Mines Student Employment Contract to the Mines Administrative Processing Services (MAPS) Office **before** starting employment.

Undergraduate/Graduate Students:

- ✓ I-9 Form: Employment Eligibility Verification (NOTE: We must have **original** forms of identification to go along with this document i.e. social security card, license, passport, etc.).
- ✓ Social Security Card: **YOU ARE NOT ALLOWED TO WORK OR RECEIVE A PAYCHECK WITHOUT SUBMITTING YOUR SOCIAL SECURITY CARD. Please remember to bring your card with you to the MAPS Office.** This is a **separate** requirement from the I-9 identification.
- ✓ Form I-551 Permanent Resident Card (if applicable)
- ✓ EEO Gender & Ethnicity Voluntary Self-Disclosure Form
- ✓ EEO Individuals with Disabilities & Veterans Voluntary Self-Disclosure Form
- ✓ Emergency Contact Form
- ✓ Certification of Policy Receipt
- ✓ Amorous Relationships Policy
- ✓ Colorado Pregnancy Accommodation Posting
- ✓ SpeakUp@Mines Acknowledgment
- ✓ FERPA Confidential Data Agreement
- ✓ Drug-Free Workplace Policy
- ✓ Work-Related Injuries or Illness Policy
- ✓ Social Security Form SSA-1945
- ✓ W-4 Form: Employee's Withholding Allowance Certificate
- ✓ Electronic Deposit Form & Voided Check (Colorado Fiscal Rules (Rule 9-2) requires that all employees be on a Direct Deposit Payroll Program)
- ✓ Faculty Oath (Required of all Graduate Research/Teaching Assistants)

International Students Only (in addition to the forms above)

- ✓ Work Authorization Letter from the Mines International Office
- ✓ I-94: Arrival/Departure Record
- ✓ I-20 or DS-2019: Certificate of Eligibility for Nonimmigrant (F-1) Student Status - for Academic and Language Students (I-20), Certificate of Eligibility for Exchange Visitor (J-1) Status (DS-2019)
- ✓ Visa

Summer Student Contracts Only

TIAA Enrollment is required of all students working on the Mines campus during the summer who are not enrolled in summer courses. Mines does not participate in Social Security (FICA) withholding; but by federal law must have a replacement program in place. TIAA is the FICA replacement retirement fund deducted from the pay in lieu of FICA taxes. Unlike with Social Security tax withholdings, students can apply for a refund of these funds once they permanently end their employment at Mines. If a working student is not enrolled in summer courses, TIAA enrollment will be set-up automatically by the Payroll Office. Students may review or make changes to their account by visiting www.TIAA.org.

Background Checks

Effective 07/01/2011 – Employment is contingent upon the successful completion of a Background Check for all new hire Graduate students, all new hire Undergraduate students employed by Athletics Camps, America Reads Tutors (FA), Bursar's/Cashier's, Controller's/Payroll Office, CSM Foundation Digger Dialers, HR, Legal, Museum, Public Safety, Residence Life, Registrar, operate a motor vehicle, or works with minors.



Employment Eligibility Verification
Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 10/31/2022

▶ **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number	City or Town		State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number □□□□ - □□ - □□□□		Employee's E-mail Address		Employee's Telephone Number	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

<input type="checkbox"/> 1. A citizen of the United States	
<input type="checkbox"/> 2. A noncitizen national of the United States <i>(See instructions)</i>	
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____	
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. <i>(See instructions)</i>	
<p><i>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</i></p> <p>1. Alien Registration Number/USCIS Number: _____ OR 2. Form I-94 Admission Number: _____ OR 3. Foreign Passport Number: _____ Country of Issuance: _____</p>	
QR Code - Section 1 Do Not Write In This Space	

Signature of Employee	Today's Date (mm/dd/yyyy)
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Preparer and/or Translator Certification (check one):
 I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Today's Date (mm/dd/yyyy)	
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)		City or Town	State ZIP Code

STOP **Employer Completes Next Page** STOP