



RETURNING ADJUNCT FACULTY MEMBER Forms – Check List

Please complete and return the following documents with the signed acceptance/release statement (page 3 of the offer letter).

- Personal Information Change Form
Complete only if you have an address and/or name change.
<http://www.hr.uconn.edu/PERSCHG.PDF>

- Form I-9 (Employment Verification Eligibility)
<http://www.uscis.gov/files/form/i-9.pdf>

Please include a photocopy of your **Passport** or a copy of your **Driver's License and Social Security Card**. If you cannot provide the referred documents, please see "Lists of Acceptable Documents".

- Special Payroll Employee Information Sheet
Complete only if you have changes from prior year submission.
<http://hr.uconn.edu/SPECEIS.PDF>

- Dual Employment Form (Compete only if you are concurrently employed by another state agency.) *Reference to this form on acceptance statement page 3 of offer letter.*
www.hr.uconn.edu/docs/dual_employment_form.doc

Law School Forms:

- Gratis Agreement
- Contact Information
- Vehicle Registration
- Acceptance Statement/Authorization & Release – *offer letter page 3*
- Adjunct Faculty Handbook