

**UNIVERSITY OF CONNECTICUT SCHOOL OF LAW
STUDENT EMPLOYMENT PROGRAM**

STUDENT EMPLOYMENT AUTHORIZATION CHECKLIST

Student employees may fall into more than one of the categories identified below. Please be sure to read this entire form and obtain all of the documents that apply to your situation. The Student Employment Program Office (SEPO) staff will be happy to help you identify and complete all of the forms you need.

New employees (students who have never worked an on-campus job at the School of Law):

- School of Law Application for Student Employment (include resume, if possible)
- Student Employment Authorization Information Sheet
- Federal I-9 Form (Fill out only section 1. Be sure to bring in the appropriate documents listed on the back of the form. The form will be completed by SEPO staff.)
- Federal W-4 form
- Connecticut W-4 form
- Policies and Procedures Acknowledgment form
- Information Guide for Students

Returning employees:

- Student Employment Authorization Information Sheet (must be completed for each separate job and period of employment)

Students working more than one on-campus job simultaneously:

- Student Employment Authorization Information Sheet (must be completed for each separate job and period of employment)

And, as applicable:

- Work Study Employment Release Form / Permission to Work Two Concurrent Work-Study Jobs

Non-UConn Students:

- Request to Hire a Non-UConn student
- Non-UConn Student Acknowledgment Form

International Students:

- Foreign National Information Form

Resident Alien:

- W-9 Federal Tax Form

Legal Minor / Students under age 18:

- Statement of Age Form (obtain form from high school guidance office)