



**STUDENT EMPLOYEE REQUISITION**  
2200 Student Services Building, MC 335

A student is not eligible to work until he/she is cleared by the Student Employment Office. The student can report any time between noon and 4:00 to complete the necessary hire paperwork. Please review the following:

- \* Documentation for the Immigration and Control Act of 1986 must be provided by the third day of employment.
- \* If the student is an international student, you must complete the departmental section of the Visa Clearance Form. The student must report to International Services in order to be approved to work on campus.
- \* A student must be registered and maintain at least six credit hours during the semester (different rules apply for the summer term ).
- \* If the Requested salary is beyond Step A in any Group or beyond the ceiling cap for Undergraduate (Group III, Step A) and Graduate (Group IV, Step A), please submit the Letter of Justification in the MEMO tab of the Electronic Change of Status.

Name of Employee	SSN	
Address		
City	State	Zip Code
Position	Administrative Unit and Department	Coll/Dept
Duties _____		

Does this position require a physical?	YES	NO
Does this position require a drug screening?	YES	NO
Does this position have any patient contact?	YES	NO
Is this position security sensitive?	YES	NO

Institution of Learning: UIC  Other: \_\_\_\_\_  
 (Attach Proof of Attendance from an Illinois State-funded University. Proof will be required at the beginning of every term the student continues employment as a student employee.)

Number of Hours Working per Week: \_\_\_\_\_

Department Contact		Account Number	Requested Salary
Room Number	Building	Telephone	M/C
Department Head		Check Dist #	
Authorized Departmental Signature		Date	