



Hiring Packet Checklist

Please have the following when submitting your Hiring Packet:

- Completed NEIU Student Employment Application
- Completed W-4 Forms (Federal and State)
- Employment Eligibility Verification form/ I-9 (Section 1 only, w/original identification documents)

Sample documents:

For International Students –

For Domestic (U.S. citizen) Students –

- Student Employee Hiring and Change of Status Form
- Student Employment Group Request
- Mandated Reporter Form (DCFS)
- Current Detailed Class Schedule (Must have student name and NEIU ID number visible)

Note: If interested in Direct Deposit to your bank account, go to Human Resources, 5555 N. Bernard, to complete the Direct Deposit Form.

**INCOMPLETE APPLICATION PACKETS
WILL NOT BE ACCEPTED!**