

MANUAL Student Employment Office Office of Career Services	SECTION Finding Student Employees	PAGE 1 / 1
SUBJECT <i>Required Paperwork</i>		REVISED 1/00

Appointment papers can be obtained by the prospective student worker from the Student Employment Office. Students hired must complete the UIC Student Employment Application, Check Distribution Authorization Form, a Personal Data Form, an Illinois State Withholding Allowance Certificate, a W-4 Employee Withholding Allowance Certificate, Loan Default Form, a Drug-Free Workplace Form, six credit hour acknowledgment form, and an I-9 form. The Immigration Reform and Control Act of 1986 requires all prospective employees to provide documents establishing identity and employment eligibility. Students can review the acceptable documents under [I9 Eligibility](#) for the list of documents required for the completion of the I-9 form.