Student workers in the College of Engineering Dean’s Office

All hiring forms must be completed before their first day of work. (If they are currently employed elsewhere on UNL campus, we just need the hiring form.)

Each student will need to schedule a meeting with Becki Barnes, Nancy Re or Karen Moore.

We need them to complete these documents and we need the following identification items:

1- An item from list A or list B and C on the I-9 (Typically, we like to use their NU ID or MAV ID Card or Driver’s license and their Social Security card, but we are not allowed to dictate which documents they bring in for the I-9) **Original documents needed**

2- Social Security card- a copy of this is required by UNL for hire (which is why we often use it on the I-9)

3- Voided check or direct deposit letter/form/statement from their bank that confirms their account number

4- If they are an international student, we need a copy of their passport, all previously issued visas and current visa, I-94 and I-20.

There are also additional documents some international students will need to complete (depending on their citizenship).