

Student Employment Tracking Sheet

Name _____ Student ID # _____

_____ Federal Work Study	_____ Date Attended Orientation
_____ Michigan Work Study	_____ Work Permit Verification
_____ Student Assistant	_____ Green Card Expiration Date

The student is applying for the _____ semester during the _____ academic year:

<u>Semester:</u>	<u>Registration:</u>	<u>Award:</u>
_____ Summer	_____ Credits	_____ Eligible Amount
_____ Fall	_____ Credits	_____ Eligible Amount
_____ Winter	_____ Credits	_____ Eligible Amount
_____ Spring	_____ Credits	_____ Eligible Amount

Students must complete Section 1 of the I-9 by the first day of work and bring required documentation within 3 days.

_____ Hire Date	_____ Driver's License/State Identification Card
_____ W-4 Completed	_____ Social Security Card/Birth Certificate
_____ I-9 Processed	_____ Other _____

Referral Form: (Circle Corresponding Semester Codes: SU = Summer, SP = Spring, FA = Fall, WI = Winter)

Semester	Date	Department	Contact Last Name	Job Title	Staff Initials
SU FA WI SP					
SU FA WI SP					
SU FA WI SP					
SU FA WI SP					