



# Texas Southern University

Office of Human Resources

## Student Hire

(Undergraduate, Graduate and Stipend Receivers)

Name of Student: \_\_\_\_\_

Department of Hire: \_\_\_\_\_

### Document Checklist

Please complete, check and submit each document to Human Resources. This information is necessary to complete university procedures in the hiring decision.

#### Required Forms for Students:

- Personal Data Sheet
- I-9 Form
- I-9 Identification Copies
- W-4 Form
- Completed Application \_\_\_\_\_ Signed
- Personnel Action Form \_\_\_\_\_ Completed
- Background Check (graduate Students only) \_\_\_\_\_ Completed \_\_\_\_\_ Pending

Submitted by: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

(Human Resources Representative)