Confirmation of Campus Employment
(Required for completion of the I9/EVerification)

This form must be completed and signed by the hiring department in order for your student employee to complete their I-9/EVerification. Please have the student bring the completed form with them to their I-9 appointment. To make an I-9 appointment, students must visit the Student Employment web site @ www.jhu.edu/stujob

To: University Experiential Learning, 2nd floor, Wyman Park Building

For: ___________________________________________________________
      Student Name (Print)

From: _________________________________________________________
      Name of Hiring Department (Print)

This section MUST be completed by: HIRING DEPARTMENT

Your signature confirms that your department has hired the above named student with a start date of ___/____/___
Please note: The start date noted on this form MUST match the start date noted on the student’s ISR New Hire.

___________________________________________________________
Signature

___________________________________________________________
Print Name

___________________________________________________________
Date

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To: Student Employment Services, 72 Garland Hall

For: ___________________________________________________________
      Student Name (Print)

From: _________________________________________________________
      Name of Hiring Department (Print)

This section MUST be completed by: HIRING DEPARTMENT

Your signature confirms that your department has hired the above named student with a start date of ___/____/___
Please note: The start date noted on this form MUST match the start date noted on the student’s ISR New Hire.

___________________________________________________________
Signature

___________________________________________________________
Print Name

___________________________________________________________
Date