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:   Student Employment Services, 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

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:   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