



COLORADO SCHOOL OF MINES

EARTH • ENERGY • ENVIRONMENT

Student New Hire Forms Checklist

Students employed by Mines **must** turn in the following items to the Mines Administrative Processing Services (MAPS) Office **before** starting employment.

Background Check

Student employment is contingent upon the successful completion of a Background Check for all new hire Graduate students, all new hire Undergraduate students employed by an Athletic Camp, America Reads Tutors (FinAid), Bursar's/Cashier's, Controller's/MAPS Office, CSM Foundation Digger Dialers, HR, ITS, Legal, Museum, Public Safety, Residence Life, Registrar, who operate a motor vehicle or work with minors.

Student New Hire Forms

- I-9 Form: Employment Eligibility Verification (NOTE: We must have **original** forms of identification to go along with this document i.e. social security card, license, passport, etc.)
- Social Security Card: **Please remember to bring your card with you to the MAPS Office. This is a separate State of Colorado requirement.**
- EEO Voluntary Self-Disclosure Forms
- Emergency Contact Form
- Certification of Policy Receipt
- Ethic Lines Acknowledgment
- FERPA Confidential Data Agreement
- Drug-Free Workplace Policy
- Work-Related Injuries or Illness Policy
- Social Security Form SSA-1945
- W-4 Form: Employee's Withholding Allowance Certificate
- Direct Deposit Form & Voided Check or Bank Authorization
- Faculty Oath (Required of all Graduate students)

International Students (in addition to above required forms)

- Passport
- I-94
- I-20 (F-1) or DS-2019 (J-1)
- Visa
- Work Authorization Letter from the Office of Global Education
 - Grads – Check your email AFTER accepting your contract in OnBase. You will receive an authorization via email which you bring to MAPS and apply for an SSN
 - Undergrads – Request an authorization from Office of Global Education by providing a copy of your job offer – email requests to iss@mines.edu

Summer Student Contracts

TIAA Enrollment is required of all students working on the Mines campus during the summer who are not enrolled in summer courses. Mines does not participate in Social Security (FICA) withholding; but by federal law must have a replacement program in place. TIAA is the FICA replacement retirement fund deducted from the pay in lieu of FICA taxes. Unlike with Social Security tax withholdings, students can apply for a refund of these funds once they permanently end their employment at Mines. If a working student is not enrolled in summer courses, TIAA enrollment will be set-up automatically by the MAPS Office. Students may review or make changes to their account by visiting www.TIAA.org.