

Student Employment Verification Spring 2020 Information

Students who work on or off campus a minimum of twelve (12) hours Monday - Friday, between 8 a.m. and 5 p.m., are eligible to request a registration time for their classes earlier than the general student population so they can schedule their classes around their work schedules. Volunteer work is not eligible.

Registration Schedule for Student Employees

Eligible students allowed to preregister as student employees will be assigned registration times on the last day of preregistration for the classification immediately preceding theirs. (For example, Junior student employees will be assigned a registration time on the last day of preregistration for Seniors.)

Classification	Registration Date
Graduate Students	Thursday, November 7
Seniors	Friday, November 8
Juniors	Tuesday, November 12
Sophomores	Thursday, November 14
Freshman	Tuesday, November 19

Qualifying for Student Worker Early Registration

In order to qualify for early preregistration, student employees must meet the criteria AND submit the **Texas A&M University Student Employment Verification form** by the submission deadline of **5pm, Wednesday, October 2, 2019.**

Completed forms may be submitted in **one** of the following manners (only submit one request):

1. Electronically submit completed form with e-signatures using DocuSign. This is the preferred submission method and provides students option to track the submission of the form by their supervisor. **Students are responsible for ensuring their supervisor completes and submits the form by the deadline.**
2. Email – Scan completed paper form in a **PDF** format to registration@tamu.edu. **Forms not in PDF format will not be processed.**
3. In Person - Turn completed paper forms in at the Office of the Registrar, General Services Complex, 750 Agronomy Road, Suite 1501 OR drop off at the Prospective Student Center, Koldus, Room 109

Not applicable for Galveston & Qatar.

Click on the Student Employment Verification DocuSign link below to get started:

[Student Employment Verification DocuSign](#)

Please DO NOT submit this form if expecting to register as an Honors Student.

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See FAQs on next page for more details on completing the SEV forms using Docusign.

FAQs

1. What is Docusign?

Docusign allows both the student and their supervisor to provide signatures electronically (e-sign) on the Student Employment Verification (SEV) form without having to print the paper version to sign. Docusign also electronically routes the form to the Office of the Registrar for expedited processing once the student and employer have provided their “e-signature”.

2. How do I complete the Student Employment Verification (SEV) form with Docusign?

Students use their NetID and password after clicking on the Student Employment Verification form link below.

[Student Employment Verification Docusign](#)

3. What information do I need to provide on the form?

Upon logging in, a student’s name and UIN will appear prepopulated on the form since the student is authenticating themselves with their NetID and password.

The student will be prompted to enter the following Employer information:

- Supervisor name – Provide name of person who is responsible for your work and/or schedule.
- Supervisor email – Provide supervisor’s email where they can receive the request to verify student employment information by providing their signature electronically (e-sign).
- Place of Employment – Provide name of business/place of employment

**Students are encouraged to discuss this with their supervisor in advance to ensure the supervisor is aware of the email and they obtain the proper email address from their supervisor.*

Supervisors, if they approve, will be prompted to enter a contact phone number and e-sign the document. Once completed, the document is routed to the Office of the Registrar for processing.

4. Can a supervisor deny my SEV form?

Yes, a supervisor is responsible for verifying the work schedule criteria is being met by the student. A supervisor can decline and not provide their verification signature if the student does not meet the criteria required. As such, the student would not be eligible for early registration consideration.

5. Can a paper version of the SEV form be printed and submitted instead of using the electronic signature feature in Docusign?

Yes, once you have logged in and accessed the Student Employment Verification form, Docusign provides an option to print the PDF form in paper format INSTEAD of e-signing it. *If printed forms are used, students and/or employers will need to provide their handwritten signature and the submission deadline is the same regardless of submission type.*

6. How do I know if my form has been signed by my supervisor?

Students and supervisors using Docusign will receive an email confirmation when the form has been completed by the supervisor and routed to the Office of the Registrar for processing. Students can also log back in and check the status of their submitted form.

Students are still responsible for ensuring their form gets submitted by the deadline, whether that is electronically using Docusign or via paper. Students should continue to communicate and/or remind their supervisor until they get the confirmation email that it has been completed.

7. Who can I contact for more information about SEV forms?

Students and supervisors can send questions to registration@tamu.edu.