

## Student Employment Verification

This form can be filled out with Adobe Acrobat and then printed for signatures.

Any questions may be directed to [registration@tamu.edu](mailto:registration@tamu.edu).

**ALL REQUESTED INFORMATION BELOW IS REQUIRED AND MUST BE COMPLETED. Forms received without all required information will NOT be processed. Our office will not be able to notify students if their form is not able to be processed due to incomplete or missing information. Information provided on this form is subject to verification and any information found to be false will result in a permanent loss of early registration privileges.**

Please check box if you are Honors eligible but do NOT intend to take advantage of early Honors registration. Please DO NOT submit this form if expecting to register as an Honors Student.

To be considered for an early registration time the student employee must meet all of the following:

- Students MUST work a minimum of twelve (12) hours between 8 a.m. and 5 p.m., Monday – Friday (on or off campus).
- Volunteer work is NOT eligible.
- Students whose work schedule is not Monday-Friday, between 8 a.m. and 5 p.m. are NOT eligible.

**Forms will be accepted NO LATER than 5 p.m., Wednesday, March 8, 2017. Forms received after 5 p.m. will NOT be processed.**

Completed forms may be submitted in one of the following manners:

1. Fax to 979-845-1086
  - The Office of the Registrar is not responsible for failed transmissions. **Keep the fax confirmation for your records. Please DO NOT send multiple faxes.**
2. Email PDF scanned file to [registration@tamu.edu](mailto:registration@tamu.edu). **Forms not in PDF format will not be processed.**
3. In Person drop off locations:
  - Front Counter, Admissions Suite 1601\* in General Services Complex (GSC), 750 Agronomy Road
  - Prospective Student Center, Koldus, Room 109

*\*The Office of the Registrar Student Services staff will be temporarily located in Suite 1601 (Admissions) due to a remodel of Suite 1501 (Office of the Registrar).*

### MUST BE COMPLETED BY THE STUDENT

*By signing below, I understand I am responsible for ensuring the form is completed and submitted in accordance with the instructions above. I understand I will not be flagged for early registration if any required information on this form is not completed or contains incorrect information. I further acknowledge that the Office of the Registrar is not responsible for contacting me if the form cannot be processed due to incomplete or incorrect information. **Students should monitor their TAMU email for confirmation their form has been received.***

I, \_\_\_\_\_ UIN#\* \_\_\_\_\_ verify I will be an employee  
Printed Name of Student\*  
of \_\_\_\_\_ and verify I will work a minimum of twelve (12) hours per week  
Printed place of employment\*  
**between the hours 8 a.m. – 5 p.m., Monday-Friday, during the Fall 2017 semester.**

\_\_\_\_\_  
Student Signature\*

\_\_\_\_\_  
Date

### MUST BE COMPLETED BY THE EMPLOYER

I, \_\_\_\_\_ verify the student indicated above will work a minimum of  
Printed Name of Supervisor\*  
**12 hours per week between the hours of 8 a.m. – 5 p.m., Monday-Friday during the Fall 2017 semester.**

\_\_\_\_\_  
Supervisor's phone number\*

\_\_\_\_\_  
Supervisor's signature\*

\_\_\_\_\_  
Date

\*All items marked with \* are REQUIRED and must be accurate. Student employment is subject to verification with employer.