

MEMORANDUM

TO: E1S /108 Contact Name _____
Department _____

FROM: Yvette Brown-Moore
Office of Graduate Studies

SUBJ: Documents for Student: _____ UIN# _____

E1S

- E1s Incomplete E1S section(s)_____
- Stipend amount does not meet minimum amount (\$3,200.00)
- Student not enrolled for required hours for current term

Award Letter

- Copy of Award not included
- Award letter not signed by department and/or student
- Specific performance dates
- Number of hours per week not listed
- Type of assistantship
- Statement of qualifications to receive and maintain award
- Tuition-amount, tuition rate, etc
- Wage/hr work does not meet new minimum
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Hiring Documents

- No Drug and Alcohol Notification Form
- No Child Support Disclosure Form
- No I-9 form on file, or the I-9 has expired
- No copy of social security card and other acceptable documentation needed
- No Selective Service Compliance Form on file
- "Use of Internet and Electronic Communication Systems" form

Please correct all referenced items and resubmit to me in the Office of Graduate Studies 210 Koch Hall. Until I receive the completed hiring documents payroll record cannot be created for this student. If you have questions about this process, please contact Yvette Brown-Moore at 3-6411.

Signature _____ Date _____