

## GENERAL ELIGIBILITY REQUIREMENTS

Matriculated student at UVI.

2. Maintain satisfactory academic progress. **Student on suspension can not take part in the work study program.**
3. Registered full or part-time.

Complete the following forms.

### **I-9 Form**

This document is required by the Federal Government. It verifies eligibility to work in the United States. All new employees must show proof of citizenship and identification.

### **W-4 Form**

This is required by the Internal Revenue Bureau for withholding of local taxes. A W-2, showing earnings for the previous calendar year, will be sent to the student employee by January 31.

### **Supplementary Data Card**

The card is required to prepare various reports (including Affirmative Action) and to provide emergency information needed by UVI.

### **Agreement of Student Employment**

This is required by the OSE. It is a signed agreement between the student employee and the supervisor.

### **Statement of Acknowledgment**

The statement is an acknowledgment that the student employee understands information in the Student Employment Handbook.

5. Submit a Resume. **Assistance is available at the Career Development Center.**