

## Documentation Necessary for Student Employment

Dear Hillsdale College Student/Parent:

Congratulations on your admittance to Hillsdale College! In that many students seek employment with Hillsdale College while attending school, it's important that you are familiar with the hiring process prior to your arrival. As an employer, Hillsdale College is subject to the various Federal and State laws and regulations that govern its ability to operate as a business entity. In order to comply with such legal requirements, the following basic documentation is necessary to establish that it is lawful for you to work in the United States and, as a result, at Hillsdale College.

1. An *unexpired* U.S. Passport or U.S. Passport Card. (*Original* document only – a faxed, scanned, photocopied, or digital image (picture) of the document will not suffice)

**OR**

1. An *unexpired* driver's license or ID card issued by a State, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address. (*Original* document only – a faxed, scanned, photocopied, or digital image (picture) of the document will not suffice)

**AND**

2. A Social Security Account Number Card other than one that specifies on its face that the issuance of the card does not authorize employment in the United States. (*Original* document only – a faxed, scanned, photocopied, or digital image of the document will not suffice. (Social Security Account Number Cards must be signed by the individual and cannot be laminated.) If your Social Security Account Number Card has been lost or altered (laminated), you may request a new one at [www.ssa.gov/](http://www.ssa.gov/).

**OR**

An *original or certified copy* of birth certificate issued by a State, County, Municipal Authority, or Territory of the United States, *bearing an official seal*. (Souvenir birth certificates issued by a hospital or birthing center do not constitute a "birth certificate.") You may obtain a certified copy of your birth certificate from the State, County, Municipal Authority, or Territory in which you were born.

There are certain other documents that may be used to establish identity. For a complete listing of acceptable documents please visit [www.uscis.gov](http://www.uscis.gov) for additional information. If you are an international student, please contact LeAnn Creger, Controller at 517.607.2305 or [lcreger@hillsdale.edu](mailto:lcreger@hillsdale.edu) for information regarding specific documents needed to be employed at Hillsdale College.

In addition to the above, please be prepared to fill out both Federal and State of Michigan W-4 Forms (income tax withholdings), including the number of personal and dependent (if any) exemptions you are claiming, as well as personal banking information (nine digit bank routing number and bank account number) for direct deposit of earnings. For checking accounts, ***a voided check is required.***

Being equipped with the above information upon arrival at Hillsdale College will expedite the hiring process and eliminate any unnecessary delays in procuring student employment. ***Students are not hired and cannot commence employment duties with Hillsdale College until such time as all required documentation has been received, verified, and signed-off by a member of the Human Resources Department.***

Should you have any questions regarding the above requirements, please do not hesitate to contact the Human Resources Offices for assistance at 517.607.2240.

Sincerely,

HILLSDALE COLLEGE

Janet L. Marsh, SPHR, SHRM-SPC  
Executive Director of Human Resources

Enclosures