NEW Grad REQUIRED DOCUMENTATION

EMPLOYEE NAME________________________ DEPARTMENT_____________________

Please click on the links below. Print and complete ALL the required documents, which are needed for your on-boarding appointment and must be submitted to the Office of Human Resource Services before you may begin working. Submissions that do not minimally contain the following documents cannot be processed:

**CUNY Employment Application:**
1. [ ] Part One & Two
2. [ ] Part Three
3. [ ] Part Four

**CUNY New Employee Print and Sign forms:**
4. [ ] Personal Data Form
5. [ ] Emergency Contact Information
6. [ ] Statement of Citizenship
7. [ ] Emergency Evacuation Assistance
8. [ ] Self-Identification Ethnicity form
9. [ ] Self-Identification Veteran form
10. [ ] Self-Identification of Disability form
11. [ ] W-4, IT-2104
12. [ ] Direct Deposit Forms and Addendum Direct Deposit of Salary Enrollment Forms
13. [ ] IT Security Orientation
14. [ ] Amended Constitutional Oath Upon Appointment

**CUNY Employment Policies:**
15. [ ] CUNY Policy Checklist/Receipt of Policies for New Hires

**Additional Required Documents:**
16. [ ] Graduate Assistant Workload Reporting Form (all appointments within CUNY must be listed).
17. [ ] Brooklyn College Individual Email / Network Account Application
18. [ ] I-9 Form and List of acceptable documents for I-9 Verification
19. [ ] Social Security Card Original - for payroll purposes
20. [ ] Proof of Highest Degree or Official Transcript or Equivalency for foreign degrees