

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