

<Insert Department Letterhead or Logo>

Dept. Name:
Dept. ID:
UNT EIN: 75-6002149

Student Name:
Student ID Number:
Job ID:

Date:

Dear _____,

I am pleased to offer you the part-time Student Employment position in _____ with a *tentative* start date of _____. Your rate of pay for this position will be \$ _____ per hour and your supervisor will be _____.

Onboarding must be completed before a student can complete the background check and I-9 verification. Onboarding link: <https://hr.untsystem.edu/new-employee-onboarding-and-orientation>

This job offer is contingent upon the satisfactory completion of a criminal history check, along with verification of enrollment at UNT, completion of an I-9, and documentation of any other required items such as certifications, training, or a valid Driver's License. You will be required to provide documentation that establishes your identity and employment eligibility. These documents will be reviewed and recorded on the Employment Eligibility Verification (I-9) form. If you are unsure of what documents are acceptable, please visit <http://www.uscis.gov/sites/default/files/files/form/i-9.pdf>.

In accepting our offer of student employment, you acknowledge that your employment will be at-will on a semester-by-semester basis and that neither you nor any University representative has entered into a contract regarding the terms or the duration of your employment. Student employees may be dismissed due to changing institutional needs such as budgetary concerns, reorganization, position elimination, etc.

If you have any questions or concerns pertaining to this document, feel free to contact us for clarification.

Please respond with your acceptance by _____.

Onboarding to be completed by _____.

Visit Career Center for background check and I9 verification by _____.

Welcome to UNT!

Sincerely,

Hiring Manager
Title of Hiring Manager

Student Employee Signature: _____

Date: _____

If F-1 visa holder and you need to apply for a Social Security Number, the following Designated School Official (DSO) signature is **required** and can be obtained in Marquis Hall 110 in the International Student and Scholar Services Office. **The original DSO signature below verifies valid F-1 immigration status.**

DSO Signature: _____

Date: _____