

Roger Williams University and Roger Williams University School of Law

Student Employment Policy

Purpose:

Roger Williams University and Roger Williams University School of Law (collectively referred to as the "University") established this Student Employment Policy (the "Policy") to define the University's policy and procedure with regard to hiring RWU students on a temporary basis.

Scope:

This Policy is intended to apply to University student employees and work study students.

Policy:

First-year students are eligible for on-campus student employment as of June 1<sup>st</sup> of the year in which they are to begin their studies at the University. If a student

## Employment Verification (Form I-9)

The Immigration Reform and Control Act of 1986 requires all employers to verify the employment authorization and identity of each person hired, including U.S. citizens. To satisfy the record-keeping requirements of the law, all students employed on campus must complete an Employment Eligibility Verification Form (I-9).

Each student must provide proof of citizenship status by furnishing documentation as listed on the I-9. Students who have previously been employed on campus should have this form on file already with Human Resources.

International students who have found employment at the University must contact the Intercultural Center at 401-254-3121 in order to get their Social Security letter as this letter