UVM Graduate College
Administrators Hiring Graduate Students Checklist

☐ Student has received official offer of Admission from the Graduate College (GC).
☐ Student has returned Admissions Acceptance Form to Graduate Admissions and is made an active student in the Banner database.
☐ Department/Program plans for funding and/or submits requests to GC if it is a Graduate College Fellowship or Opportunity Fellowship (See GC Calendar each year for due dates).
☐ Funding letter is created, sent and accepted by student; if tuition scholarship is requested that support is only guaranteed if co-signed by the Dean of the Graduate College.
☐ Welcome information is sent to student including Human Resource Services (HRS) forms (and/or links to forms) including W-4, VT W-4, Direct Deposit and Employee Information Form.
☐ Completed HRS forms are returned to Department/Program by student

ePAR is submitted with the following documentation attached:

☐ W-4
☐ VT W-4
☐ Employee Information Form
☐ I-9

Please note: HRS will accept hiring packages for payroll with everything except the I-9.

Reminder: I-9 form must be completed within three days of student’s employment start date. Departments or HRS may complete citizen I-9s. If non-citizen HRS must complete. I-9 Forms should be sent to HRS for retention.