



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.