New Mexico Tech
SCIENCE • ENGINEERING • RESEARCH • UNIVERSITY

STUDENT WORK AUTHORIZATION

Student Information:

First Name:	Last Name:	Student ID:
Email Address:		Phone:
Citizenship Status:		
Student Status:		

Emergency Contact Person:

First Name:	Last Name:	Mobile Phone:
Work Phone:	Address:	City:
State:	Zip:	

Financial Aid Information:

Type of Work:	Amount:	Aid Year:
Start Date:	End Date:	I-9:
Account Code:		

Employer Information:

Job Title:	Rate of Pay:	Department:
Index:	Index:	Restricted Fund?
Work Study Eligible?	Phone:	Location:

Approvals:

Supervisor or Dept. Secretary (Print)	Supervisor or Dept. Secretary Signature	Date
Sponsored Projects Administration (Print) - **Required if work is funded with a sponsored project award.**	Sponsored Projects Signature - **Required if work is funded with a sponsored project award.**	Date
Student (Print)	Student Signature	Date

Graduate Students Only: # of hours authorized to work: _____

Graduate Office (Print)   Graduate Office Signature   Date

International Students Only: Legal Status _____

International Programs Office (Print)   International Programs Office Signature   Date

Form Instructions:

1. Student completes Student Information and Emergency Contact Person and digitally signs, sends to supervisor.
2. Employer completes Employer Information and digitally signs.
3. Sponsored Projects, Graduate, and International must approve if applicable
4. Email to Financial Aid: financial_aid@nmt.edu