



BOSTON COLLEGE

CHESTNUT HILL, MASSACHUSETTS

Required Onboarding Form for NEW STUDENT EMPLOYEES

Congratulations on your new Student Employment position at Boston College!

Please complete this required onboarding form below when completing your Form I-9, Employment Eligibility Verification **AND** Payroll Form Statement (Student Hours at Boston College).

You must have secured a student employment position on campus or through our Off-Campus Federal Work-Study (FWS) Program before completing a Form I-9 and other onboarding documents.

Generally, the Form I-9 must be completed only once at Boston College. If you have already completed a Form I-9 for a previous position at BC, it is most likely already on file; you are not required to completed it again unless you are notified by Human Resources that it needs to be updated.

Student Last Name (Family Name): _____

Student First Name (Given Name): _____

Hiring Department(s) / Location(s): _____

Student's Job Title(s): _____

Hiring Manager / Supervisor Name: _____