Graduate Teaching and Research Assistantship Employment Information

<table>
<thead>
<tr>
<th>Required Item</th>
<th>Responsible Office</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreign National Information Form</td>
<td>Payroll</td>
<td>Student, if a Non-Resident Alien, should complete form at <a href="http://www.marquette.edu/comptroller/tax-compliance.shtml">http://www.marquette.edu/comptroller/tax-compliance.shtml</a> and bring it to the Comptroller’s Office along with original passport, visa, I-94 and I-20. If treaty benefits are available, additional forms must be completed during that visit.</td>
</tr>
<tr>
<td>Direct Deposit Enrollment</td>
<td>Payroll</td>
<td>Student should go to CheckMarq to supply information for direct deposit of their stipend checks. Instructions are available here: <a href="http://www.marquette.edu/mucentral/financialaid/documents/DirDepGuide.pdf">http://www.marquette.edu/mucentral/financialaid/documents/DirDepGuide.pdf</a></td>
</tr>
<tr>
<td>I-9 Employment Eligibility Verification Form</td>
<td>Graduate School</td>
<td>Student should go to the Graduate School in person on their 1st day of work, or within 72 hours of 1st day, to verify they are eligible to work in the United States. The form is available at <a href="http://www.marquette.edu/grad/finaid_forms.shtml">http://www.marquette.edu/grad/finaid_forms.shtml</a>. Student must complete Section One and must bring in original documents as specified on the form to prove their employment eligibility.</td>
</tr>
<tr>
<td>MU Identification Card</td>
<td>Union Station</td>
<td>Student should go to Union Station to obtain a student ID card with a graduate assistant designation.</td>
</tr>
</tbody>
</table>

Office Location and Contact Information

**Office of the Comptroller (Payroll)**  
Straz Tower, Room 175  
915 W. Wisconsin Ave.  
(414) 288-7314

**Graduate School**  
Holthusen Hall, Room 305  
1324 W. Wisconsin Ave.  
(414) 288-7137

**Human Resources**  
Straz Tower, Room 185  
915 W. Wisconsin Ave.  
(414) 288-7425

**Union Station (Card Office)**  
Alumni Memorial Union, Room 158  
1442 W. Wisconsin Ave.  
(414) 288-1518

Updated 8/15