

Pre-Approval Form for Employment Eligibility

Last Name _____ First Name _____ Middle _____
UNM ID _____ DOB _____ UNM Email _____
Primary Phone _____ Other Phone _____

Citizenship Status: US Citizen Permanent Resident International Student

Academic Status

Have you been admitted into the Department of Civil Engineering? yes no

For what semester and year have you been admitted: Fall _____ Spring _____ Summer _____

Into which program have you been admitted:

Undergraduate: BS Civil _____ BS Construction Engineering _____ BS Construction Management _____
Graduate: MSCE _____ MENG _____ MCM _____ PHD _____

How many credits are you taking:

Fall Semester _____ Spring Semester _____ Summer Term _____

What is your UNM gpa? _____

Employment Status

Do you hold another employment position on the UNM campus: yes _____ no _____

If yes, what kind of position?

Assistantship _____ With which department? _____ What is your FTE? _____
Student Employment _____ With which department? _____ What is your FTE? _____
Staff _____ With which department? _____ What is your FTE? _____

If you hold another employment position, we REQUIRE that you take this form to your supervisor in that department and have her/him certify this information:

Name _____ Department _____
Phone _____ Email _____
Supervisor's Signature _____ Date _____

UNM Policy

Students are not authorized to begin work until they have either 1) been given clearance from OGS via email (graduate students) or 2) been given clearance from Student Employment (either undergraduate or graduate students) that you are cleared to work.

**You will absolutely NOT be paid for any hours that you have worked
PRIOR to your authorized start date!**

*I agree that all of the above information is correct and
that I will not start work until my authorized start date.*

Student Signature _____ Date _____