Department of Civil Engineering

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 _____________________

6/22/15