

**SCREENING QUESTIONNAIRE OF PAYMENT
AUTHORIZATION FORM**

Disclaimer: Payments are considered income by the IRS and you are responsible for assessing the required IRS reporting based on your individual tax circumstance. All students must submit forms to original requestor. Department designee must email completed forms to saabo@jjay.cuny.edu before student participation approval.

Name: _____ **Program:** _____

Email: _____ **Phone:** _____

1. Are you legally authorized to work in the United States? Yes _____ No _____
2. Please check which classification you fall within:

____ U.S. Citizen

____ Permanent Resident

____ Alien Authorized to work
3. Are you in the process of earning your first bachelor's degree? Yes _____ No _____
4. Are you an international student with F-1 Status? Yes _____ No _____
5. Are you a full time student? Yes _____ No _____
Full-time students are enrolled in twelve (12) or more credits in a semester.
6. Are you currently employed within CUNY? Yes _____ No _____

If yes, please list the position(s).
7. Are you currently participating in a stipend program in CUNY? Yes _____ No _____

If yes, please list the program(s).
8. Please list two (2) valid forms of identification you currently possess.

I hereby affirm that I acknowledge and understand everything written above.

Print Name

Signature

Date

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Authorization
OR		AND
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security

Examples of many of these documents appear in the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.