

Type of Request:  New Hire  Rehire  Address Change  Name Change

**PERSONAL INFORMATION**

Legal Name Last: _____		First: _____		Middle: _____		Northwestern ID Number: <i>(if available)</i>	
Former Legal Name: <i>(if requesting a Name Change; a copy of your Social Security Card showing your updated Legal Name must be attached)</i>							
Birthdate: <i>(MM/DD/YYYY)</i>		I identify my gender as: <input type="checkbox"/> Female <input type="checkbox"/> Male		Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married		National Provider Identifier/NPI: <i>(Feinberg faculty physicians only)</i>	
Country of Citizenship:		Visa/Residency: <input type="checkbox"/> F1 <input type="checkbox"/> J1 <input type="checkbox"/> H1 <input type="checkbox"/> Other <input type="checkbox"/> U.S. Permanent Resident				Social Security Number: <i>(new hires only)</i>	
In which state will you be performing work for Northwestern?				Are you interested in contributing to the Northwestern University Voluntary Savings Plan, a 403b pre-tax retirement savings plan? <input type="checkbox"/> Yes <input type="checkbox"/> No			

**Note:** New hires must complete Form I-9 online ([northwestern.i9servicecenter.com](http://northwestern.i9servicecenter.com)) by the end of their first day of work and provide required documentation to be employed and paid. If you are not a U.S. citizen or permanent resident, contact [payroll@northwestern.edu](mailto:payroll@northwestern.edu) to complete information in the Foreign National Information System (FNIS).

**CONTACT INFORMATION** **Note:** Your Form W-2 is sent to your Local Home Address; update your contact information anytime at [www.northwestern.edu/myhr](http://www.northwestern.edu/myhr).

Local Home Address				Secondary Mailing Address <i>(optional; please enter if your Local Home Address is unknown)</i>			
Is this address part of on-campus student housing? <input type="checkbox"/> Yes <input type="checkbox"/> No							
Number & Street:			Apt #:	Number & Street:			Apt #:
City:		State:		City:		State:	
ZIP/Postal Code:		Country:		ZIP/Postal Code:		Country:	
Work Phone Number <i>(indicate main office/department number if you do not know your direct extension):</i>							
Primary Home/Cell Phone Number:				Secondary Home/Cell Number: <i>(optional)</i>			
Personal Email Address: <i>(optional)</i>							

**DEMOGRAPHIC DATA**

Are you Hispanic or Latino? <input type="checkbox"/> Yes <input type="checkbox"/> No		What is your race? <i>(select one or more)</i>					
		<input type="checkbox"/> American Indian or Alaska Native		<input type="checkbox"/> Black or African American		<input type="checkbox"/> White	
		<input type="checkbox"/> Asian		<input type="checkbox"/> Native Hawaiian or Other Pacific Islander			

**Non-Discrimination Policies:** Northwestern University is committed to providing an environment free of discrimination, harassment, and retaliation. Please visit the following websites to learn more about Northwestern's non-discrimination policies and complaint processes: [www.northwestern.edu/hr/equolopp-access](http://www.northwestern.edu/hr/equolopp-access) and [www.northwestern.edu/sexual-harassment](http://www.northwestern.edu/sexual-harassment).

**SIGNATURE**

Signature: _____		Date: _____	
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**FOR TEMPORARY EMPLOYEES ONLY – to be completed by the hiring department**

Northwestern Student Status: <input type="checkbox"/> Student <input type="checkbox"/> Non-Student		Does this assignment require driving? <input type="checkbox"/> Yes <input type="checkbox"/> No					
		Does this assignment require access to Northwestern Memorial Hospital records? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Assignment Begin Date:		Assignment End Date: <i>(if known)</i>		HR Dept ID#:	Job Code:	Hourly Rate:	Time Entry: <input type="checkbox"/> Swiper <input type="checkbox"/> Non-Swiper
Fund:	FN Dept:		Project:		Activity:	Chartfield1:	Account:
Supervisor Name:		Supervisor ID:		Supervisor Position #:	Supervisor Phone:	Supervisor Signature:	

**Administrators:** For temporary employees, email this form to [EVtemphire@northwestern.edu](mailto:EVtemphire@northwestern.edu) (Evanston) or [CHtemphire@northwestern.edu](mailto:CHtemphire@northwestern.edu) (Chicago); do not send original. For all others, mail or bring the original form along with other relevant hire paperwork to HR Operations, 720 University Place, 2<sup>nd</sup> Floor, Evanston, IL 60208.