Student Employment Documents
Student Employment Office
Step 1

[Click here](#) to complete your online Federal Employment Eligibility Verification form (I-9).

Creighton’s code is 12603. For “location” choose “CU Student Employee”
Step 2

Gather your identity/employment verification documents to bring to campus. A complete list of acceptable documents can be found [here](#).

Valid Photo ID AND United States Passport OR Original Social Security Card OR United States Birth Certificate (certified copy with raised seal)

Bring your **ORIGINAL** document for witnessing by staff. No photocopies, faxes, or emails can be accepted.
Step 3

Complete the following forms to bring to campus:

- Federal W-4 form
- Nebraska W-4 form
- Creighton University Direct Deposit of Payment form

These forms can also be filled out in the Student Employment Office upon arrival.
Questions?
Email studentemployment@creighton.edu