

UNH Campus Mailing Address/Employee Information Form

Legal Name: _____ USNH ID#: _____
Last Name First Name M.I.

Employee Status:

____ New Hire ____ Promotion ____ Transfer ____ Other _____
Description

Effective Date of Above Action: _____

Immigration Status (complete only if non-US Citizen and check off appropriate category):

____ Permanent Resident - *Attach a Copy of the Permanent Resident Card*

Attach a Copy of Front & Back of the I-94 card and Applicable Document listed below:

____ F1	Form I-20
____ H1	Form I-797
____ J1	Form DS-2019
____ TN	
____ Other	_____
	Description

Campus Department Mailing Address: _____
Valid Department Name Valid Building Name Room #

Campus Phone Number: _____

OR

Student Campus Mailing Address (check below):

____ Use the Student Information System's address (from the Registrar's Office) as my campus address
[Code PPAIDEN CM Address Line 1: Student Postal Center and Zip Code: UNH]

If the paycheck is to be sent to an address other than the campus or student mailing address listed above, please complete an Address Change Form. This form is located at: www.usnh.edu/hr/Forms/pdf/AddressChangeForm.pdf

BSC/Department Contact: _____
Last Name First Name Phone #

Date Form Completed: _____

Return form to [UNH Human Resources](#), 2 Leavitt Lane, Durham, NH 03824