

The California State University:

Chancellor's Office
Bakersfield
Channel Islands
Chico
Dominguez Hills
East Bay
Fresno
Fullerton
Humboldt
Long Beach
Los Angeles
Maritime Academy
Monterey Bay
Northridge
Pomona
Sacramento
San Bernardino
San Diego
San Francisco
San José
San Luis Obispo
San Marcos
Sonoma
Stanislaus

Dear

This Intent to Hire Letter is for the position of

in the

at San José State University. Your start date of _____ is contingent upon you obtaining an Employment Verification Confirmation (EVC) email from University Personnel (UP).

You may NOT start working under any circumstances without the EVC.

Prior to your first day of employment, you will be contacted by a UP representative to start the onboarding process, which includes completing the new hire documents and the Federal Form I-9. You will receive an email from Tracker I-9 to complete Section 1 of the Form I-9. Please check your email for further instructions. In order to complete Section 2 of the Form I-9, you will need to provide original and unexpired documents in person for verification of identity and work authorization. You can [find a list of acceptable documents here](#). If you previously worked on campus, and already completed new hire documents, please inform UP by responding to the email sent to you.

Please note that if you are an "alien authorized to work" in the United States ("Non-Resident Alien"), you will be required to present the following documents for tax processing purposes:

- Passport
- I-94
- I-20 or DS-2019

It is recommended that you sign up for direct deposit so your payroll funds can be automatically deposited into your checking or savings account. You can sign up by completing the [Direct Deposit Enrollment Authorization form](#). While your Direct Deposit form is processing, your first 1-2 checks will be live checks that you may pick up at the department(s) you work in on student payday.

An appointment for the position will be part-time, not to exceed 20 hours per week, in all concurrent jobs, during an academic term. (Only students appointed solely as TAs may work more than 20 hours per week). This appointment is subject to renewal and carries no commitment of permanent status. This is not an official Appointment Notification; the actual terms of the offer and employment will be stated in the Statement of Terms and Conditions of Employment (Appointment Notification).

If you have any questions, please feel free to contact

Sincerely,