

Type of Request:  New Hire  Rehire  Address Change  Legal Name Change

**PERSONAL INFORMATION**

Legal Name Last: _____ First: _____ Middle: _____		Student or Employee ID Number: <i>(if available)</i>
Former Legal Name: <i>(if requesting a Legal Name Change; a copy of your Social Security Card showing your updated name must be attached)</i>		
Birthdate: <i>(MM/DD/YYYY)</i>	Social Security Number: <i>(new hires only)</i>	National Provider Identifier/NPI: <i>(Feinberg faculty physicians only)</i>
Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married	I identify my gender as: <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> I don't wish to answer	Northwestern University understands that the binary gender values do not reflect the inclusive nature of the community at large, but unfortunately external impacts have required this field to be limited. Please select the option with which you feel most comfortable.
Country of Citizenship:	Visa/Residency: <i>(non-U.S. citizens only)</i> <input type="checkbox"/> F-1 <input type="checkbox"/> J-1 <input type="checkbox"/> H-1B <input type="checkbox"/> Other: _____	<input type="checkbox"/> U.S. Permanent Resident <i>(not a U.S. citizen)</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.19servicecenter.com](http://northwestern.19servicecenter.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 [fnfax@northwestern.edu](mailto:fnfax@northwestern.edu) to complete information in the Foreign National Information System (FNIS).

**CONTACT INFORMATION** *If you are an active employee changing your contact information, please do so online at [myhr.northwestern.edu](http://myhr.northwestern.edu).*

<b>Home Address</b>	
➔ Most official employment communication will be sent to this address, including printed checks, tax forms, and benefits documents.	
Is this address part of on-campus student housing? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Number & Street:	Apt #:
City/Town:	State/Province:
ZIP/Postal Code:	Country:

Primary Phone Number:
Secondary Phone Number: <i>(optional)</i>
Personal Email Address:

**Remember to keep your contact information updated!**

After you are hired, log into myHR and update your address when you move, enter or leave on-campus housing, or prepare to depart Northwestern. This will ensure that important documents, such as paychecks and tax forms, are delivered to you promptly.

**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
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**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/equity](http://www.northwestern.edu/equity) and [www.northwestern.edu/sexual-misconduct](http://www.northwestern.edu/sexual-misconduct).

**INSTRUCTIONS**

**New Hire or Rehire:**

- Provide this form to your HR representative or hiring manager with the rest of your hire paperwork.

**Address Change or Name Change:**

- If you are a current employee requiring an address change, update your information online instead, at [myhr.northwestern.edu](http://myhr.northwestern.edu).
- If you are submitting a name change, you must attach a copy of your updated Social Security Card for verification.
- Email this form to [askHR@northwestern.edu](mailto:askHR@northwestern.edu) or mail/drop off the form at the Office of Human Resources, 1800 Sherman Ave, Suite 1-100, Evanston, IL 60201.

**Administrators Hiring Temporary Employees:**

- Review the information for hiring temporary employees at [www.northwestern.edu/hr/for-managers/hiring/hire-temp-staff](http://www.northwestern.edu/hr/for-managers/hiring/hire-temp-staff).
- Submit your hire request online at [www.northwestern.edu/myhr/forms/document-submission.html](http://www.northwestern.edu/myhr/forms/document-submission.html) and attach this form.