

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	Sex <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other/Prefer not to answer	
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?	If you are interested in contributing to the Northwestern University Voluntary Savings Plan, a 403(b) pre-tax retirement savings plan, see resources at the following link: <a href="https://www.northwestern.edu/hr/benefits/retirement/index.html">https://www.northwestern.edu/hr/benefits/retirement/index.html</a>	

**Note:** New hires must complete Form I-9 Section 1 online ([northwestern.i9servicecenter.com](http://northwestern.i9servicecenter.com)) and Section 2 (providing required documentation) by the end of the third day after hire. If you are not a U.S. citizen or permanent resident, contact [fn-tax@northwestern.edu](mailto:fn-tax@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).*

Home Address	
➔ 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: (optional)
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	

**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.