



## UNH Campus Mailing Address/Employee Information Form

### GENERAL INFORMATION

Legal Name: \_\_\_\_\_ USNH ID: \_\_\_\_\_  
(Last) (First) (MI)

Employee Status:  New Hire  Promotion  Transfer  Other \_\_\_\_\_

Effective Date of Above Action: \_\_\_\_\_

BSC/Department Contact: \_\_\_\_\_  
(Last) (First) (Phone #)

Date Form Completed: \_\_\_\_\_

### CAMPUS ADDRESS INFORMATION

**Faculty/Staff:** *The information provided in this section will be used to update the UNH Faculty/Staff online directory (located at <http://www.unh.edu/directories/facstaff.html>).*

Campus Department Mailing Address: \_\_\_\_\_  
(Department Name) (Building Name)

Campus Phone Number: \_\_\_\_\_

**OR**

**Student Employees:**

**Use my Campus Mailing Address as my Campus Address\***  
(E.g. Granite Square Station (GSS), Woodside, or Gables address)

*\*GSS boxes are assigned to all undergraduates up to the age of 24 unless they are living in the Gables or Woodside apartments in which case they will be provided a new campus mailing address located there. Student employees may elect to use their assigned campus mailing address as their work address by checking the box above.*

**Note:** If a physical paycheck is to be sent to an address other than the campus or student mailing address listed above, please complete an address change form located at <https://wildcatsunh.sharepoint.com/sites/USNHFinancialServices/SitePages/Payroll-Documents.aspx?web=1>

### IMMIGRATION STATUS

**Complete only if non-US citizen**

Please check off appropriate category:

Permanent Resident – *Please attach a copy of the Permanent Resident Card*

For the categories below please attach a copy of the front & back of the I-94 card and applicable documents listed

F1 *Form I-20*  Other \_\_\_\_\_  
 H1 *Form I-797*  
 J1 *Form DS-2019*  
 TN

Please return form to UNH HR Services by mail or email [HR.Services@unh.edu](mailto:HR.Services@unh.edu)