

FORM MUST BE COMPLETED IN FULL

Personal Information

Employee ID :

Oklahoma State University

Complete form and send to OSU Human Resources
106 Whitehurst, Stillwater.

Citizen International
 Permanent Resident

Citizenship Status:

Section 1: All Employees Complete

Prefix	Last Name (incl suffix, e.g. Jr, Sr, III)	First Name	Middle Name	Check if Name Change & attach a copy of your new social security card. <input type="checkbox"/>
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Section 2: All NEW Employees Complete - Current Employees, Enter only fields that need updated

Marital Status	Gender	Hispanic?	Birth Date (MMDDYYYY)		<input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Pacific Islander		<input type="checkbox"/> Black <input type="checkbox"/> Amer Indian / Alaskan Natv
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Permanent Home Address (within USA to mail W-2)

Address Line 1	Telephone Number (w/ AC)	
Address Line 2		
City	State	Zip Code

Personal Email Account:

Emergency Contact

Contact Name	Contact Relationship
Contact Address (Street Address, City, State, Zip Code)	Contact Work Phone (w/ AC)
	Contact Home Phone (w/ AC)

Section 3: All Faculty and Regular Staff Employees Must Complete

Educational Background **** List your HIGHEST degree or diploma first ****

Degree	Year Rec'd	Institution Name and Location	Field of Study

This form only changes the basic employee demographic information in Banner and does not update benefits or beneficiary information.

Employee Signature

Telephone Number

Date