**PLEASE COPY AND PASTE TEXT BELOW. MAKE SURE TO CHANGE THE INFORMATION IN THE [BRACKETS]**

Good [Morning, Afternoon, Evening],

Below is the direct link for the [College Assistant, Student Aide, IT Hourly] hiring paperwork:

<http://www1.cuny.edu/sites/onboard/homepage/getting-started/campus/lehman-college/#1447255647934-02e8b38e-fbd0>

Please download all the forms to your computer and then use any PDF viewing application (not web browser) to complete them. It is suggested to use either Adobe Acrobat or Adobe Reader (link below) as they are best compatible with the forms provided by CUNY.

<https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html>

Some people have issues completing the I-9 form. If you encounter any issues, complete the paper version instead:

<https://www.uscis.gov/sites/default/files/document/forms/i-9-paper-version.pdf>

If you encounter any issues filling out any of the PDFs, you can download “Adobe Fill & Sign” on your smartphone or tablet and you will be able to do it.

<https://acrobat.adobe.com/us/en/mobile/fill-sign-pdfs.html>

To scan the necessary and required supporting documents, you can use the “Adobe Scan” app to scan the supporting documentation:

<https://acrobat.adobe.com/us/en/mobile/scanner-app.html>

**All the paperwork must still be:**

* **Typed only, not hand-written.**
* **Accompanied by a fingerprint receipt (if required).**
* **Accompanied by proof of student status (if required).**
* **Accompanied by a voided check or documentation from the banking institution if requesting direct deposit.**
* **Accompanied by a copy of the I-9 supporting documentation found on page 3 of the form.**

Once all the paperwork is filled out and all the required supporting documents are scanned, please contact me so that I can submit it to the Human Resources’ Data Validation Unit to process your paperwork. If you are contacted by Jason Gaines, Miriam Malave, or Julissa Torres, please respond in a timely manner. They are from Human Resources and will only reach out if necessary.

Sincerely,

[Name]