



LaGUARDIA COMMUNITY COLLEGE

The Office of Human Resources

31-10 Thomson Avenue - Long Island City, NY 11101- Telephone (718) 482-7200

Part-Time Instructional Staff (Teaching and Non-Teaching) Appointment Checklist

NAME: _____ TITLE: _____

DIVISION: _____ DEPARTMENT: _____

Please see below the checklist to ensure all the forms are uploaded in to the Dropbox.

CUNY Forms	HR Only
1. CUNY Employment Application Part 1	
2. CUNY Employment Application Part 2	
3. CUNY Employment Application Part 3	
4. CUNY Employment Application Part 4	
5. Personal Data Form	
6. Emergency Contact Information	
7. Statement of Citizenship	
8. Emergency Evacuation Assistance	
9. Voluntary Self-Identification Form for Employee	
10. Veteran Status	
11. Voluntary Self Identification of Disability	
12. USCIS I-9 Form	
13. W4 Form	
14. IT 2104 Form	
15. NYC Direct Deposit Form	
16. New Employee On-Boarding Orientation for IT Security	
17. Oath of Allegiance Form	
18. CUNY Policies Checklist	
19. <u>Residency Status Tax Data Request</u> (SPRINTAX for Non-Resident Alien)	
Documentation & Extra Forms	
20. Social Security Card Verification	
21. Resume	
22. *Official Transcript/Diploma (NYS Professional License if applicable)	
23. Voided Check/Bank Letter	
24. <u>New Adjunct Hire Form</u> (Dept. Chairperson's Signature Required)	

- **Name on all the Official Documents should exactly be the same**

- **Individual must complete and upload the documents to schedule an in-person visit to the Office of Human Resources for E-verification process(I-9).**

**Foreign Degrees: Individuals who have degrees from outside the United States must have it evaluated by an accredited evaluation agency. Agencies recommended are the World Evaluation Services, 212-966-6311, (www.wes.org), and the Globe Language Services, 212-227-1994, (www.globelanguage.com). The evaluation will be reviewed by this department to determine whether it meets the requirements of the title*

Checklist updated on January 2026

HUMAN RESOURCES DEPARTMENT USE ONLY

Date Received: _____ Processed by: _____