



## INCOMING STUDENTS

July 1, 2008

Dear Social Work Intern,

Attached are payroll forms that that must be filled out and returned on the day of your orientation. Please be sure to go through each item on the attached checklist so that we may process your file as soon as possible. Any incomplete forms will be returned to you and may delay the payroll process.

Also, please be sure to **attach a copy of your ORIGINAL Driver's License and a copy of your ORIGINAL Social Security Card**. If you do not have these documents, a copy of your ORIGINAL passport with photograph may also be used (expired is acceptable). Please be sure that all of these documents have your signature and that all the information on these documents can be clearly read on the copies that you submit.

School of Social Work

Nataly M. Manzo

Home Department Coordinator II

**Please read all of the directions before you complete any of the forms.** Once you have read all of the directions, please complete the attached documents as follows:

### All Documents:

1. **DO NOT DATE any of these document.**
2. **ALL FORMS must be filled out in blue or black ink..**
3. **There are absolutely no scratch out marks or white out permitted on any of these forms.**
4. **The name that appears on your social security card MUST match the name on all of these forms.** *If you have changed your name:* Please be sure that all of your forms and all of your supporting documentation (social security card, driver's license, etc.) reflect your new name. However, if your supporting documentation does not reflect your name change, please be sure to fill out all forms with the name that is reflected on your supporting documentation. A name change can be done once your paperwork has been processed. Please contact Nataly Manzo at (213) 821-1236 for any questions in regards to this process.
5. **If any of these forms are incomplete, they will be returned to you, and will in turn delay your payroll processing.**

### Work-Study Orientation:

These forms cannot be processed if you do not attend a MANDATORY WORK STUDY ORIENTATION. More specific information regarding the FWS orientations can be found on the check list.

**The work-study orientation is MANDATORY for BOTH incoming and continuing students.**

**Absolutely NO WORK-STUDY FUNDS WILL BE RELEASED WITHOUT AN ORIENTATION.**

If you have any questions in regards to any of these forms or in regards to work-study orientations, please contact me **via e-mail at [nmanzo@usc.edu](mailto:nmanzo@usc.edu)** or at (213) 821-1236.

**Please be sure to bring all of these forms to your orientation along with a COPY of your identification AND your ORIGINALS.**

Sincerely,  
Nataly Manzo  
Home Department Coordinator II