

Summer Hire Application Checklist (Student)

SH Application is not acceptable if it's not fully completed or missing any supporting documents.

Student Name:

| | MUST submitted the following: | Student Initials |
|---|---|------------------|
| 1 | SH Application | |
| 2 | This Summer Hire Application Checklist (Student) | |
| 3 | School Verification/Official College Full Time Enrollment Letter | |
| 4 | Sponsor's PCS Orders (copy) | |
| 5 | SSN (copy) | |
| 6 | Dependent ID (copy) | |
| 7 | Passport (copy) | |
| 8 | Review SH Application & Double Check Supporting Documents Once Again! <u>If the Application is not fully completed or missing supporting documents, SH application is not acceptable!</u> | |

Applications will be accepted between 4 March to 25 March 2022, Monday thru Friday, 4:00 p.m. – 5:00 p.m. at Civilian Personnel Office (CPO) in Bldg 316, Rm 217 ~ APPLICATIONS WILL NOT BE ACCEPTED AFTER 25 March 2022