

**PERSONAL INFORMATION - Give legal name as it appears/will appear on your U.S. Social Security card.  
(The name, including all letters and spaces, must be 50 characters or less.)**

Last Name:		First Name:		Middle Name:
Social Security Number:	UMID:	Department:		

**EMPLOYEE OATH**

By signing below, you are swearing or affirming to the following oath.

In order to be employed by the University of Michigan, state law and Regent's bylaw 2.15 requires that you execute the following oath: "I do solemnly swear (or affirm) that I will support the Constitution of the State of Michigan, and that I will faithfully discharge the duties of my position and subsequent positions, according to the best of my ability."

**INTELLECTUAL PROPERTY ASSIGNMENTS**

By signing below, I agree to the following:

As part of my obligations under Bylaw 3.10, I hereby assign to the Regents of the University of Michigan ("University") all right, title, and interest in patent rights in inventions made (e.g., conceived or first reduced to practice) by me as a University employee with the direct or indirect support of funds administered by the University (e.g., through the use of University resources or facilities) regardless of the source of such funds.

I hereby accept the transfer of copyright—from the University to me—of the scholarly works I author in accordance with SPG 601.28 and as it may be changed from time to time.

**Adherence to these terms and all Regents' policies, as they are from time to time amended, is a condition of continued employment at the University of Michigan. Do you agree to the conditions stated above?**

Employee Signature:	Date:
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# SUPPLEMENTAL APPOINTMENT INFORMATION

To be completed by all newly appointed faculty and staff.

Name (Last, First, Middle):	UMID:
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**ADDITIONAL PERSONAL INFORMATION**

Month of Birth:	Day of Birth:	Year of Birth:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
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Number and Street:	City:	State:	Zip Code:
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Country:	Telephone:	<input type="checkbox"/> <b>Check here if this address is NOT to be published.</b>
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Person to be contacted in case of emergency:	Emergency Contact Telephone:
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**NON-CITIZENS OF THE UNITED STATES OF AMERICA** - *Appointees who are not citizens of the U.S. must complete the following section.*

I certify that I am a citizen of the country of:	Have you been granted permanent residency status? <input type="checkbox"/> Yes <input type="checkbox"/> No
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If residency status has not been granted, please indicate type of visa below. (If "Other" is checked, please provide details in Remarks.)

<input type="checkbox"/> F-1	<input type="checkbox"/> J-2	<input type="checkbox"/> O-1	<input type="checkbox"/> Other
<input type="checkbox"/> J-1	<input type="checkbox"/> H-1B	<input type="checkbox"/> TN	

**REMARKS:**

Complete the "Alien Certificate" form on the following website: [http://www.finops.umich.edu/system/files/Alien\\_Certificate.pdf](http://www.finops.umich.edu/system/files/Alien_Certificate.pdf) to assist the Payroll Office in properly administering tax regulations.

Employee Signature:	Date:
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Last Name:	First Name:	Middle Name:
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UMID:	Department:
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**ETHNICITY/RACE**

To meet government requirements, the University of Michigan places ethnicity/race data into its computer file for statistical use. The data will be used to meet reporting requirements and other requirements outlined in the University's Affirmative Action Program. The information requested in items 1 and 2 below is optional and will not be used for hiring purposes.

**1. Please indicate whether you consider yourself to be Hispanic or Latino.**

- No**, not Hispanic or Latino.
- Yes**, Hispanic or Latino: A person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

**2. In addition, select one or more of the following racial categories to describe yourself:**

- American Indian or Alaska Native:** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American:** A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Employee Signature:	Date:
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