

SELECTIVE SERVICE ELIGIBILITY AND VERIFICATION

Doc ID #EM165

Beginning September 1, 1999, all new male employees must complete this form regarding their eligibility for Selective Service registration. Males age 18 through 25 who are required to register for Selective Service must provide verification of registration or exemption as a condition of employment. This procedure is in compliance with Section 651.005 of the Texas Government Code. It applies to all employees of The University of Texas at Austin, including faculty and student employees, regardless of title, length or percent time of appointment, or source of funds. If the new employee has sent in a paper registration form or completed the on-line registration, but has not yet received their "proof" of registration through the mail, they are eligible to be hired. For assistance, call OHR-Records Team at 471-5127.

INSTRUCTIONS: To be completed immediately by all new male employees on or before first day of employment

Print Name:	Last	First	Middle Initial	Social Security Number
Department Name	Mail Code		Department Phone Number	

I certify that all the information, including attachments, is true and complete, and I understand that any misstatement, falsification, or omission of information shall be grounds for refusal to hire or, if hired, termination.

Employee Signature

Date Signed (Month/Day/Year)

Section 1 - Registration based on Age

Are you a male age 18 through 25? (Circle one) **YES** **NO**

If **YES**, go to Section 2.

If **NO**, return this form to your department contact or hiring supervisor who will keep this information in your departmental employee file. No information is sent to the Office of Human Resources at this time.

Section 2 - Registration based on Status

As a male age 18 through 25, are you required to register for Selective Service? (Circle one)

YES - You are required to register if you are a male U.S. citizen or immigrant alien male.

NO - You are not required to register if you are a lawful non-immigrant alien on a student, visitor, tourist or diplomatic visa; on active duty in the U.S. Armed Forces; or attending certain service academies.

If **YES**, go to Section 3.

If **NO**, return this form to your department contact or hiring supervisor who will keep a copy of this in your departmental employee file **AND** send the original to the Office of Human Resources, Records Team, JHH 2.118, D0600.

Section 3 - Verification of Registration or Exemption

You must provide verification of registration or of exemption with Selective Service at this time so that you may be employed with The University of Texas at Austin. Return this form and the verification of registration or exemption to your department contact or hiring supervisor who will keep a copy of these in your departmental employee file **AND** send the originals to the Office of Human Resources, Records Team, JHH 2.118, D0600.

Verification of Registration consists of one of the following: (1) The Selective Service card issued to you upon registration, **or** (2) printout of the on-line confirmation (Web site is: <https://www4.sss.gov/regver/verification1.asp>)

_____ (Selective Service Number)

If you have not yet registered, you must register **IMMEDIATELY** or you will not be able to be employed at The University. You may register on-line at: https://www4.sss.gov/regver/register_nc.asp.

Verification of Exemption - Please state the reason you are exempt: _____

Exemptions are extremely rare and only include children of diplomats assigned to embassies in the United States, and individuals who are part of trade commissions or embassies of foreign countries. Exemptions do not include student deferments or conscientious objectors. The Office of Human Resources will contact you for further information and documentation.

(revised: 4/3/00)