

In order to allow for the approval process, the following documents are to be submitted **at least one month before** the term begins:

- 1 copies of the resume/vita
- Official transcripts for all degrees and applicable coursework – transcripts cannot be issued to the instructor
- SBT Faculty Qualifications Form *for SBT courses only*
- Faculty Data Sheet
- I-9, **with copies of the documents used to verify eligibility**
- Direct Deposit Authorization Form--**with a voided check (not deposit slip)**
- Federal W-4 Form
- Missouri W-4 Form
- St. Louis City residency form

Submit all materials to **Theresa Altmann** in the Office of Academic Affairs, Suite 120, 470 E. Lockwood, Webster Groves, MO 63119.

Forms may also be e-mailed to Theresa at altmantm@webster.edu, or faxed to 314-968-7076. However, **Academic Affairs requires originals of all signed forms.**

All forms, with the exception of the Data Sheet, I-9, direct deposit, and W-4 forms, should be typed.