

ECSC OFFICE REGISTRATION REQUIREMENTS

In order to register with our office please be sure you have the following documents available on your first visit:

- 1) ALL OF THE FOLLOWING THREE
 - A VALID LAGUARDIA IDENTIFICATION CARD AND
 - A RESUME ON A FLOPPY DISK AND PRINTED COPY AND
 - A SOCIAL SECURITY CARD

- 2) AND: PROOF OF CITIZENSHIP OR (NON-CITIZENS) PROOF OF ELIGIBILITY TO WORK
 - PROOF OF **CITIZENSHIP**
 - A) ÿ US BIRTH CERTIFICATE OR
 - B) ÿ US PASSPORT OR
 - C) ÿ NATURALIZATION CERTIFICATE
 - OR**
 - (NON-CITIZENS) PROOF OF ELIGIBILITY TO WORK
 - A) ÿ VALID ALIEN REGISTRATION CARD (“green card”) OR
 - B) ÿ FOREIGN PASSPORT STAMPED WITH WORK AUTHORIZATION (SOMETIMES CALLED A “WORK PERMIT”) OR
 - C) ÿ IF YOU HAVE A TEMPORARY ALIEN REGISTRATION CARD (“Green Card”) and YOU ARE WAITING TO RECEIVE YOUR PERMANENT CARD, YOU WILL NEED either INS FORM I-151, I-94 OR I-688 STAMPED WITH WORK AUTHORIZATION

AND/OR

- 3) **PROOF OF BIRTHDATE:**
 - A) ÿ BIRTH CERTIFICATE, OR
 - B) ÿ BAPTISMAL CERTIFICATE OR
 - C) ÿ PASSPORT OR
 - D) ÿ VALID NYS DRIVER’S LICENSE OR NON-DRIVER’S IDENTIFICATION

AND: FOR MALE STUDENTS ONLY PROOF OF SELECTIVE SERVICE REGISTRATION

ÿ IF YOU WERE BORN AFTER 12/31/59 – YOU MUST BRING PROOF THAT YOU REGISTERED WITH SELECTIVE SERVICE when you were between the ages of 18 to 25 years of age.

IF/WHEN APPLICABLE YOU WILL HAVE TO PROVIDE THE FOLLOWING ADDITIONAL DOCUMENT(S)

Name Change – If the names on documentation are not the same –One of the Following:

- ÿ Marriage Certificate
- ÿ Legal name change document

Proof of Employment:

- ÿ Pay Stubs

Income Verification:

- Public Assistance Budget Letter
- Food Stamp Budget Statement Letter

Proof of Unemployment Status – One of the Following:

- Substantial layoff notice stating plant closing, substantial layoff of at least 33% of workforce from your previous employer
- Individual termination/layoff letter stating the last day of work and job title on company letterhead from your current or previous employer
- Proof of collecting or collected Unemployment Insurance: Original Benefit Letter, Unemployment pay stub or Unemployment print out.