## Summer Research Project Form 3 – URA Confirmation of Employment

This form should be completed by the hiring department/unit to nominate a student for an Undergraduate Research Assistantship (URA). A student who is nominated ***must have financial need confirmed by Student Financial Services before*** completing this form. The student should have an email confirmation from SFS attached to their application. ***Departments need to identify on this form the student holding an ISURA.***

Please code payment to department and request reimbursement on Form 4 in September.

### Student Information

Student Family Name: **Click or tap here to enter text.**

Student Given Name and Initials(s): **Click or tap here to enter text.**

Student ID Number: **Click or tap here to enter text.**

Student Local Address: **Click or tap here to enter text.**

### Job Information

Title and Experience Guelph Job ID for URA/ISURA: **Click or tap here to enter text.**

Type of position: [ ]  **URA** [ ]  **ISURA**

Department: **Click or tap here to enter text.**

Position Start Date: **Click or tap here to enter text.** Position End Date: **Click or tap here to enter text.**

Number of Weeks of full-time employment: **Click or tap here to enter text.**

Name and Title of Supervisor: **Click or tap here to enter text.**

Name and Title of Hiring Contact (if different than supervisor): **Click or tap here to enter text.**

Payroll Contact

Printed Name of Payroll Administrator: **Click or tap here to enter text.**

Payroll Contact E-mail: **Click or tap here to enter text.** Payroll Contact Phone: **Click or tap here to enter text.**

 Acknowledgements

Signature of Supervisor: **Click or tap here to enter text.**

Date: **Click or tap here to enter text.**