

Alternative Program Records System (APRS) Request Form

PERS945 (05/04)

To be completed by individual to be input in APRS:

Name: _____ ID.#: _____
 First Name M.I. Last Name

Date of Birth: ____/____/____ Race: _____ Gender: _____
 month day year

Valid Codes for Race
American Indian Alaskan Native ... I
Asian or Pacific Islands..... A
Black Non-Hispanic B
Hispanic H
White Non-Hispanic..... W
No Response N

Valid Codes for Gender
Female..... F
Male M
No Response N

Citizenship: _____ Country: _____ Visa Type: _____

Valid Codes for Citizenship
Citizen
Alien
Resident Alien

Unless US Citizen, then leave blank

Street Address: _____ City: _____

State: _____ Zip Code: _____ Phone: (_____) _____ - _____

Signature: _____ Date: _____

To be completed by department:

Select one of the following:

- Pending Academic Personnel
 - o Attach a copy of the offer letter with the employee's acceptance to this request.
- Pending Civil Service Employee
- Temp Agency Employee
- Visiting Scholar Citizen Program
- Visiting Scholar Foreign Program

Campus Mail Code: _____

Begin Date: ____/____/____

End Date: ____/____/____

Department: _____

Contact Name: _____

Contact Phone: _____

Forward completed form to Human Resources