

Dynamic Forms Completion – Sponsorship Eligibility Form (For Nonstudents)

Log in to JobX by following the link: <https://utrgv.studentemployment.ngwebsolutions.com/>

Home Page > click on **Non-Student Applicants**



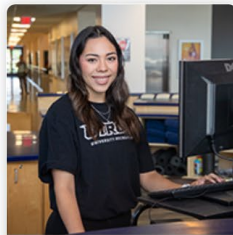
Employees - Supervisors and Administrators -

Welcome to UTRGV's Student Employment Portal



Applicants & Student Employees

- Search and apply for jobs
- Sign up for JobMail notifications about positions that interest you.
- Enter time and submit your timesheets



Non-Student Applicants

- Search and apply for jobs
- Sign up for JobMail notifications about positions that interest you.



On-Campus Employers

- Create and post jobs
- Review applications
- Hire students
- Manage timesheets
- Employment guidelines and required documents.




Off-Campus Employers

- Create and post jobs
- Review applications
- Non-profit community service agencies may submit an 'Interest Form' to participate in UTRGV Work Study Program

Non-Student Applicants > click on **Login to Site**



Employees - JobX -

 **Non-Students Applicants**
Search for a job or sign up for e-mail notifications about positions that interest you.

Information About Us <i>Part Time employment available if not considered student at UTRGV. "If you are a student, please refer to Applicants and Student Employees tab to search for on campus jobs". Student Employment UTRGV</i> Eligibility, qualifications, and options for student employment Click the above link to learn more about employment eligibility, qualifications, and options for non-students. Hiring Process To learn more about the hiring process at UTRGV, please click the link above to review our pdf on hiring.	Onboarding Criminal Background Check (CBC) Click the link above to complete your criminal background check. I-9 Verification Step 1: Complete the application. Step 2: Present original and unexpired documents for I-9 Employment Eligibility Verification purposes to the Office of Human Resources. (Campus Map). Acceptable Documents for I-9 Biographical Form (Link) – only if new hire with UTRGV Forms Click here to review the forms and information required to begin work.	Additional Links FAQs Training Guides and Resources UTRGV Tutorials/ Guides Guides and Resources UTRGV	Site Links Create a Non-Student Account Click above if you are not a Student who needs an account to apply for a job. Login to Site ← Click here to log in and then click the 'Employees' menu to review your recently applied jobs, update your JobMail Subscription, and access your timesheet. Find a Job Conduct either quick or advanced searches for available jobs. Submit an online job application.
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Log in using the **email address** and **password** selected, when creating the non-student account.



Attention!

You are required to log-in to use the system. Enter your username (email address) and password.

By logging-in I understand and acknowledge:

- Any unauthorized review, use, disclosure, or distribution of confidential information contained in this system is strictly prohibited.
- I agree to access and use information contained within this site for my employment duties only.
- Any misuse or unauthorized release of confidential information may be grounds for discipline or legal action.

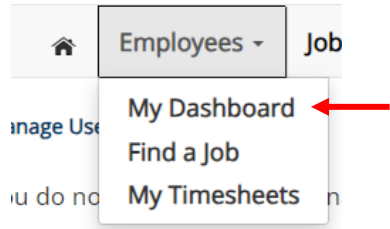
Please Log In!

Email Address

Password

[Forgot Password?](#) [Employer - Create Account Request](#)

Once logged in > click on **Employees** > click on **My Dashboard**



Under **Employment Eligibility Forms & Details** > look out for any hiring forms that show a status of **Not completed** > click on the link

A screenshot of the 'User Dashboard' page. At the top, there is a navigation bar with various menu items: Employees, JobX, TimesheetX, Reporting, Access & Audit, Uploads, Site Set up, Content, and Help. Below the navigation bar, there are tabs for 'Employee Information', 'Applications', and 'Job Mail'. A large text box contains the following instructions:

Stop, please complete the following steps before your first day of work.

1. You may need to complete one or more hiring forms or accept your hire before you can begin working.
2. Please review the Employment Eligibility Forms & Details and/or Hire sections below to determine if you need to complete any remaining forms before you can be hired.
3. If you have outstanding forms, the form links will be highlighted in pink below.
4. Please click the blue link next to the first form status that is 'Not Completed' to complete the form.
5. Please look in the Hire Pending section for the blue [Accept/Decline](#) button to accept or decline your position.

Employment Eligibility Forms & Details

Criteria	Status	Link?
I-9 Status	Not completed	I9
Personal Student Form	Completed / NA	
Personal Non Student Form	Not completed	
Sponsorship Eligibility Form	Not completed	Sponsorship Eligibility Form
International Form	Completed / NA	

Once you click on the link, you will reach the **instructions page**. Follow the instructions to complete the required form > once done, click **Next**




First Name: *

Last Name: *

Employee Email: @utrgv.edu

Sponsorship/Eligibility to Work in the United States

Please select one of the options that attest to your citizenship or immigration status. * 



You will then reach the **confirmation page**. It will ask you to confirm that you have completed all steps for the hiring form (from the instructions page) > **sign and date** > click **Submit Form**.

*If you need to return to the instructions page, click **Previous**.*

Electronic Signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.



The form contains two input fields for name and date, and two buttons: "Previous" and "Sign Electronically". Red arrows point to the right-hand input field and the "Sign Electronically" button.

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

Once the form has been submitted, the status will automatically update on **My Dashboard**.

Employment Eligibility Forms & Details

Criteria	Status
I-9 Status	Completed
Personal Student Form	Completed / NA
Personal Non Student Form	Completed / NA
Sponsorship Eligibility Form	Completed / NA
International Form	Completed / NA
Voluntary Demographic Form (Non Student)	Completed / NA
Voluntary Demographic Form (Student)	Completed / NA
CBC Status	Completed

You have now completed the Sponsorship Eligibility Dynamic Form. For instructions on how to complete the rest of the forms, please select the appropriate guide.

For more information or assistance, please contact studentemployment@utrgv.edu.