

WSU UNDERGRADUATE RESEARCH STUDENT STIPEND

Project Name: _____

WSU Department: _____

Faculty Mentor Name: _____

I request that the following student: _____

Student's WSU Number: _____

Be paid a stipend in the TOTAL amount of: _____

Payments are broken into two installments unless otherwise requested.

First Payment Date: _____ in the amount of \$ _____

Second Payment Date: _____ in the amount of \$ _____

- OR -

_____ Student can clock in hourly; student will not be able to exceed the TOTAL amount awarded for stipend.

Please note, if the student is not currently working for WSU, they must complete an I-9 form and a W-4 form and bring the forms to the Office of Undergraduate Research (LI 58). The faculty mentor for the student should complete Section 2 of the I-9 form, "Employer Review and Verification." *(If the student is not currently working for WSU but was employed by WSU within the last two years, they will only need to complete a W-4 form).*

Faculty Mentor Signature

Date