

## **Selective Service Compliance Form Instruction**

Beginning February 1, 2003, state employers are required to ascertain that newly-hired male employees between the ages of 18 and 26 are registered with the US Selective Service System (§230.143 Wisconsin Statutes). This applies to any appointment in any of the following employment categories:

- Permanent Classified
- Research Associate or Assistant
- Fellow
- Scholar
- Trainee
- Intern
- Graduate Teaching/Program/Project Assistant
- Undergraduate Teaching/Program/Project Assistant
- House Fellow
- Hourly Student Help

All newly hired males who meet the above criteria must complete this form to certify that they have registered. The form should then be retained by whichever unit or office keeps the official Personnel Files for the employee. For permanent classified employees, this means it should be sent to the Personnel Representative for the appropriate School/College/Division, who will then forward it to the Department of Human Resources.

For all Student Assistant and Student Help employees, the form should be kept in the official Personnel File in the employing department. Please do NOT send forms from Student Assistants and Student Help employees to the Department of Human Resources.

Please do not forget to write or type in the individual's name and include the category of employment, as signatures alone may not be legible.

For information about the Selective Service System, see <http://www.sss.gov/>. To register online, see <https://www4.sss.gov/regver/register1.asp>.

## UNIVERSITY OF WISCONSIN-MILWAUKEE SELECTIVE SERVICE COMPLIANCE FORM

*For classified employees, please forward the completed form to the Personnel Representative for the appropriate School/College/Division. For student employees please keep the completed form in the Department Personnel File.*

In order to comply with Wisconsin law (§ 230.143 Wis. Stat.), **you are required to provide** information on your Selective Service registration status. This requirement applies to all **males** who are at least 18 but not yet 26 years of age. Please check one of the boxes below, sign this statement as indicated and return it with your signed letter of offer. Failure or refusal to register if required to do so is grounds for dismissal from employment.

Employment Category:       Classified               Unclassified               Student Hourly

- I certify that I am registered for the Selective Service.
- I certify that I am **NOT REQUIRED** to register with the Selective Service because:
  - I am female.
  - I am not 18 through 25 years of age.  
Date of birth: \_\_\_\_\_
  - I am a non-immigrant alien lawfully admitted to the United States on a visa.
  - I am a member of the Armed Forces on active duty (Note: Those in ROTC, the National Guard and Reservists not on active duty must still register with the Selective Service).
  - I am a citizen of American Samoa, the Federated States of Micronesia, the Republic of the Marshall Islands or the Republic of Palau.

I affirm that the preceding statement is true and correct. I understand that any misstatement, falsification or omission about my Selective Service status may be grounds for refusal to hire or for termination.

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Print Name

Department

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Signature

Date