

**Instructions:**

You can update this information online using the Employee Information System at <https://utdirect.utexas.edu/pnbiog/index.WBX>. If you do not have access to the online system, print a copy of this form, complete it, and return it to your supervisor or the HR Contact in your department. **DO NOT RETURN THIS FORM TO HUMAN RESOURCES.**

To be completed by all male employees age 18 through 25 at the time of hire (on or before the first day of employment).

Males age 18 through 25 must provide verification of registration with the Selective Service or exemption as a condition of employment. This procedure is in compliance with Section 651.005 of the Texas Government Code. It applies to all employees of The University of Texas at Austin, including faculty and student employees, regardless of title, length or percent time of appointment, or source of funds. If you were employed with the state prior to September 1, 1999 and your state employment has been continuous, you are not required to complete the selective service form. For assistance or additional information, contact the Human Resource Service Center at 512-471-HRSC(4772) or hpsc@austin.utexas.edu.

Name _____ UT EID _____

Department _____ Mail code _____ Campus phone _____

Section 1 — Registration based on age

Are you a male age 18 through 25? Yes No _____
Date of birth

If **yes**, continue to Section 2.

If **no**, you do not need to complete this form.

Section 2 — Registration based on status

As a male age 18 through 25, are you required to register for Selective Service?

- Yes — You are required to register if you are a male U.S. citizen or immigrant alien male.
- No — You are not required to register if you are: a lawful non-immigrant alien on a student, visitor, tourist or diplomatic visa; on active duty in the U.S. Armed Forces; or attending certain service academies. *Do not complete Section 3. Sign and date at the bottom of this form.*

Section 3 — Verification of registration or exemption

You must provide verification of registration or of exemption with Selective Service as a condition of employment with The University of Texas at Austin.

To verify that you have registered, enter your Selective Service Registration Number below. You will find the number on the Selective Service card issued to you upon registration, or online at <http://www.sss.gov>. **If you have not yet registered**, you must register **immediately** or you will not be able to be employed at the university. You may register online at <http://www.sss.gov>.

If you are not required to register, please state the reason you are exempt. There are very few reasons for exemption: men on active duty in the U.S. Armed Forces; cadets and midshipmen in the Service Academies; and certain other U.S. military colleges. Exemptions do not include student deferments or conscientious objectors. Human Resource Services will contact you for further information and documentation if you indicate exemption for any reason other than non-immigrant alien status.

_____ **Selective Service Number**

Verification of exemption — please state the reason you are exempt:

I certify that all the information, including attachments, is true and complete, and I understand that any misstatement, falsification, or omission of information shall be grounds for refusal to hire or, if hired, termination.

Signature of employee _____ Date _____