

**MICHIGAN STATE UNIVERSITY
DUBAI SUPPORT STAFF APPOINTMENT FORM**

PERSONNEL ACTION: NEW APPOINTMENT						
SOCIAL SECURITY NUMBER (IF US CITIZEN)			DEPARTMENT			
LAST NAME		FIRST NAME			MIDDLE NAME (IF AVAILABLE)	
DESIRED START DATE	ENDING DATE (IF APPLICABLE)		SALARY ANNUAL US \$ _____ AED \$ _____			
EMPLOYEE %	ETHNICITY	GENDER	COUNTRY OF ORIGIN	CITIZENSHIP	DEGREE	DATE OF BIRTH

EMPLOYEE STATUS (Please select status from choices below)

CURRENT MSU EMPLOYEE WORKING IN DUBAI (DR) FROM: _____ TO: _____
 DUBAI LOCAL NATIONAL (DL) (ACTUAL DATES IN DUBAI – SEMESTER OR MORE)
 DUBAI EXPATRIATE (DE)

EMPLOYEE WORK CONTACT INFORMATION

WORK ADDRESS 1	WORK ADDRESS 2	WORK PHONE
WORK CITY/COUNTRY		

EMPLOYEE PERSONAL CONTACT INFORMATION

HOME STREET ADDRESS	CITY	PRIMARY TELEPHONE NUMBER
EMERGENCY CONTACT NAME	EMERGENCY CONTACT ADDRESS	
EMERGENCY CONTACT PHONE	RESTRICT INFORMATION (YES OR NO)	

DUBAI AUTHORIZED SIGNATURE:	DATE:
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MSU HUMAN RESOURCES USE ONLY

POSITION NUMBER	PAY GRADE LEVEL	CUC 83937
TITLE CODE:	CLASSIFICATION TITLE	
SPECIAL ASSIGNMENT CODES:		
LOCATION CODE:		
ACCOUNT 1:	ACCOUNT 1 %:	ACCOUNT 2: ACCOUNT 2%:

HUMAN RESOURCES AUTHORIZED SIGNATURE:	DATE:
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