

MORGAN STATE UNIVERSITY
Office of Human Resources - HRS Demographic Form

- Contractual Staff
- Regular Staff
- Faculty
- Contractual Faculty

*Please refer to page 2 for codes to complete this form.

Name: Last First M.I.		Date:
Address: (Please include: Number & Street or RFD, Apt. #, City, State, and Zip Code)		SS #:
Home Phone:	Cell Phone:	Sex: <input type="checkbox"/> Female <input type="checkbox"/> Male
Indicate your National Origin:	Are you of Hispanic Origin? <input type="checkbox"/> Yes <input type="checkbox"/> No	Birth Date: *Marital Status:
		*Medical Disability: *Military Status:
US Citizenship: <input type="checkbox"/> Yes <input type="checkbox"/> No	*Visa Code: Visa Expires:	*What is your race? Select one or more of the following racial categories: <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White
		Are you one of the following: (Only check one) <input type="checkbox"/> Postdoctoral Researcher or Postdoc <input type="checkbox"/> Nonfaculty Researcher <input type="checkbox"/> Other Doctorate-holding Nonfaculty Researcher

CAMPUS LOCATION:

Bldg./Room:	Phone #:
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***EMERGENCY CONTACT:**

Name:	Relationship:	Day Phone #:
Address:		Evening Phone #:
Name:	Relationship:	Day Phone #:
Address:		Evening Phone #:

EDUCATION:

Degree	Month/Year	Graduation Month/Year	Major/Minor	Institution
High School or GED	Graduation Date:		*High School Code:	Name: Address (Please include: City, State, and Zip Code):
College (Undergraduate) Code:	First Attended Date:		Major:	Name: Address (Please include: City, State, and Zip Code):
	Last Attended Date:		Minor:	
College (Master's) Code:	First Attended Date:		Major:	Name: Address (Please include: City, State, and Zip Code):
	Last Attended Date:		Minor:	
College (Doctorate) Code:	First Attended Date:		Major:	Name: Address (Please include: City, State, and Zip Code):
	Last Attended Date:		Minor:	
College (Additional) Code:	First Attended Date:		Major:	Name: Address (Please include: City, State, and Zip Code):
	Last Attended Date:		Minor:	
Supervisor's Name:		Supervisor's Title:		Supervisor's Phone:
		Supervisor's Location		

FOR HUMAN RESOURCES' USE ONLY:

Org:	Hegis Code:	Classification/Rank:	
Current Hire Date:	EOD or Conversion Date:	Employee PIN:	Supervisor's PIN:
		Employee ID #:	
Date Received:	Initialed:	Date Inputted:	
Inputted By:	Reviewed By:	Date:	

Code	Marital Status	Code	Medical Disability	Code	Relationship (Emergency Contact)	Code	High School
D	Divorced	BL	Visually Impaired	A	An Ex-Spouse	CP	College Preparatory
M	Married	DE	Hearing Impaired	B	Brother	GD	General Equivalency
S	Single	DI	Diabetic Insulin User	C	Child	GE	General Education
W	Widowed	EP	Epileptic	F	Father	OC	Occupational
X	Separated	GN	Generic Medical Identifier	G	Grandparent		
		HC	Heart Condition	M	Mother		
		MU	Mute	N	Neighbor		
		PL	Prosthetic Limb	O	Relative		
		PP	Paraplegic	P	Spouse		
		QP	Quadriplegic	R	Friend		
		N/A	Not Applicable	S	Sister		
				U	Guardian		
				X	Significant Other		
Hispanic (Origin) Ethnicity:		A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.					
Racial Category		Definition					
American Indian or Alaska Native		A person having origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community attachment.					
Asian		A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.					
Black or African American		A person having origins in any of the black racial groups of Africa.					
Native Hawaiian or Other Pacific Islander		A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.					
White		A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.					
Researcher		Definition					
Postdoctoral Researcher or Postdoc		The definition of a postdoc varies by institution. Please use your institution's definition of a postdoc. NSF defines a postdoc as meeting both of the following qualifications: (1) holds a recent doctoral degree, generally awarded within the last 5-7 years, such as PhD or equivalent (e.g., ScD or DEng) or professional degree in medical or related field (MD, DDS, DO, DVM) or foreign degree equivalent to a U.S. doctoral degree; (2) has a limited-appointment, generally no more than 5-7 years: primarily for training in research or scholarship and working under the supervision of a senior scholar in a unit affiliated with your institution.					
Nonfaculty Researcher		All doctorate-holding researchers who are: (1) not considered either postdoctoral researchers or members of the faculty, and (2) involved principally in science and engineering or health-related research activities. Also referred to as <u>Other Doctorate-Holding Nonfaculty Researchers</u> .					
Other Doctorate-holding Nonfaculty Researcher		All doctorate-holding researchers who are: (1) not considered either postdoctoral researchers or members of the faculty, and (2) involved principally in science and engineering or health-related activities. Also referred to as <u>Nonfaculty Researchers</u> .					
Codes	Visa Types	Educational Level (Highest Level of Formal Education Currently Achieved)					
B2	Tourist	Codes	0	Undeclared	Codes	MBT	MBA/Transportation
E2	Dependent or Foreign Investor	AA	AA	Associate Degree	MCP	MCP	Master of City Planning
F1	Student Visa	BA	BA	Bachelor of Arts	MCU	MCU	Master of City Planning & Urban Design
F2	Dependent of Student	BBA	BBA	Bachelor of Business Administration	MD	MD	Master of Divinity
H1	Special	BCE	BCE	Bachelor of Civil Engineering	MED	MED	Master of Education
H2	Dependent of Special	BED	BED	Bachelor of Environmental Design	MEN	MEN	Master of Engineering
J1	Exchange Scholar	BEE	BEE	Bachelor of Electrical Engineering	MFA	MFA	Master of Fine Arts
J2	Dependent of Exchange Scholar	BS	BS	Bachelor of Science	MGA	MGA	Master of General Administration
M1	Vocational Student	BSW	BSW	Bachelor of Arts in Social Work	MLA	MLA	Master of Landscape Architecture
M2	Dependent of Vocational Student	CERT	CERT	Certificate	MLU	MLU	Master Landscape Architecture Urban Design
OT	Other	DBA	DBA	Doctor of Business Administration	MPA	MPA	Master of Public Administration
PR	Permanent Resident	DEN	DEN	Doctor of Engineering	MPH	MPH	Master of Public Health
RA	Resident Alien	DPH	DPH	Doctor of Public Health	MPL	MPL	Master of Philosophy
Codes	Military Status	EDD	EDD	Doctor of Education	MS	MS	Master of Science
NV	Non-Veteran	JD	JD	Juris Doctor	MSLA	MSLA	Master in Landscape Architecture
VEV	Vietnam Era Veteran	LLM	LLM	Master of Laws	MSN	MSN	Master of Science in Nursing
DVE	Disabled Vietnam Era Veteran	MA	MA	Master of Arts	MSW	MSW	Master of Social Work
VO	Veteran-Other	MAR	MAR	Master of Architecture	ND	ND	Non-Degree
DVO	Disabled Veteran-Other	MAT	MAT	Master of Art (Teaching)	NDD	NDD	Non-Degree Doctorate
N/A	Not Applicable	MAU	MAU	Master of Architecture in Urban Design	NDM	NDM	Non-Degree Masters
		MBA	MBA	Master of Business Administration	PHD	PHD	Doctor of Philosophy
		MBP	MBP	MAB/City & Regional Planning			