

UPS Hiring Process

Quick Reference Sheet for Prospective Metropolitan College Students for Fall 2026

Application Timeline

If Local and Can Start Now

- Apply now and complete your biometric appointment
- Starting early allows you complete Metropolitan college checklist steps and get used to 3rd shift before school begins

If Planning to Start in Late Summer

- Complete application and biometric appointment in July
- To ensure you meet tuition deferment deadlines, you must be hired by July 25
 - *If attending UofL and need to start later, please reach out to recruitme@ups.com*
- For tuition reimbursement, you must be hired by Sept. 15, but starting early helps avoid delays and holds

How to Apply

Email recruitme@ups.com with:

- Legal first and last name
- Personal email address
- School email address
- Phone number
- Desired start date (not guaranteed)
- Are you local or moving to Louisville?

Completing the Application

Things to Note:

- Have your two forms of ID ready
- You will select a tentative start date which is **not** your actual start date. This allows you to move forward.
- Read the I-9 carefully; Part 2 must be completed by someone else to verify your information
- *Next step: Biometric Appointment*

Biometric Appointment

Scheduling your Appointment:

These appointments fill up quickly. If you're unable to find an available time, check back on Mondays and Fridays, as new appointments are typically released then. Please note that appointments are not posted more than one week in advance.

Need to Bring:

- Two forms of government issued ID
 - One must be a photo ID
 - Names must match
- If you are 17 or 18, a high school diploma is required
- All documents must be original and legible
- If you were born outside the U.S. you must also bring supporting documentation

What to Expect:

- Review job information
- Provide fingerprints
- Take your badge photo
- Have your IDs scanned

After your Appointment:

- Upon completion, you will just be waiting for your background check to clear + training class availability
- Once both happen, you will receive a text to schedule your start date.

Avoid Application Rejection

If you leave your application idle, you may receive communications via text/email.

- You **MUST** respond to these messages
- Let them know your plan
- If you ignore messages, your application will be rejected and will need to redo documents

After You Start at UPS

Complete Remaining Metro College Checklist Steps

Step 1: If you haven't already, finish registration and FAFSA and ensure you meet eligibility requirements

Step 2: Use your employee ID to complete the employment verification

Step 3: Complete the online MC Orientation and sign your agreement

Stay on Track

- Review important dates and deadlines
- Communicate early if you have questions or run into issues; Don't wait until the last minute!

Questions? Reach out to the UPS Hiring Team

UPS and Metropolitan College are here to support you every step of the way.

RECRUITME@UPS.COM