ATTENTION
NEW STUDENTS

Please consider the following:

Every student who is hired for the first time shall complete an Employment Eligibility Verification (Form I-9). Employment options can include but not limited to: Federal Work Study Program, various campus jobs, resident assistant positions, etc. **The below information is MANDATORY not recommended.**

Employment Eligibility Verification (Form I-9)

The I-9 Form establishes eligibility to legally work in the United States as set forth by the United States Immigration and Naturalization Service. This form shall be completed by every student within three working days from the first date of employment. Students shall adhere to the following guidelines:

- The top portion is completed by the student.
- Use a permanent address. A post office box may not be used. International students shall use a local address.
- The second portion is completed by personnel in the Office of Human Resources.
- The second section requires presentation of identification that establishes identity and eligibility to work.
- Page 5 of the Form I-9 lists acceptable documents that may be presented **(i.e. a U.S. Passport or U.S. Passport Card OR a Driver's License or School ID card with a photograph AND a Social Security Card or Birth Certificate)**
- A laminated Social Security card is not valid if the card states on the back "not valid if laminated". The Social Security Administration (SSA) advises cardholders not to laminate Social Security cards.
- Only **ORIGINAL** documents may be accepted. All documents must be unexpired.
- Any alterations to the form render the form invalid. A scratch out or white out (even if initialed) is not allowed so a new form must be completed if there are errors.