

I-9 Verification

STUDENTS AND GRADUATE ASSISTANTS-U.S. CITIZENS

The newly hired employee will access the I-9 form using the link provided on the Employee Information Page (EIP). The employee will need to complete and electronically sign Section 1 of the form no later than the first day of employment. The employee will provide the department with **original or certified** documents, as approved by the US Department of Homeland Security (US Citizen and Immigration Services), for identification and employment eligibility verification. Departments will review the provided documents for validity and ensure the employee has proper work authorization. The department will then complete and electronically sign Section 2 of the I-9 form no later than three business days after employment begins.

STUDENTS AND GRADUATE ASSISTANTS-INTERNATIONAL

The newly hired employee will access the I-9 form using the link provided on the Employee Information Page (EIP). The employee will need to complete and electronically sign Section 1 of the form no later than the first day of employment. The International Services Office will review **original or certified** documents for identification and employment eligibility verification and complete and electronically sign Section 2 of the I-9 form no later than three business days after employment begins.

Work authorization documents for international employees typically expire during their employment period and a new I-9 will be required at that time. Employees will receive an email notification directing them to the I-9 form on the EIP where they will complete Section 1 of the new form. ISO will review the renewed documents and complete Section 2.

International students will also need to complete the Alien Tax Information Request Form using the link provided on the EIP.