

I-9 Form

You and your student employees will need to complete an I-9 form. For faculty, that can be done at Employment Services located in D-70 ASB. For student employees, they can do it at Student Employment in 2024 WSC located by the Jamba Juice. You will need different documents to be able to complete the form. Look at the picture below to see what documents you need.

WHAT DOCUMENTS DO I NEED TO GET HIRED?



- All documents must:
- be ORIGINAL
 - be UNEXPIRED
 - be NON-LAMINATED
 - include a PHOTOGRAPH if it's a LIST B document



BRING 1 OF THESE OR 1 OF THESE & 1 OF THESE

| DOCUMENTS THAT ESTABLISH BOTH IDENTITY AND EMPLOYMENT AUTHORIZATION | DOCUMENTS THAT ESTABLISH IDENTITY | DOCUMENTS THAT ESTABLISH EMPLOYMENT AUTHORIZATION |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • U.S. Passport or U.S. Passport Card • Permanent Resident Card or Alien Registration Receipt Card (Form I-551) • Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa • Employment Authorization Document that contains a photograph (Form I-766) • For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ul style="list-style-type: none"> - Foreign passport, and - Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> 1. The same name as the passport, and 2. An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form • Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI | <ul style="list-style-type: none"> • Driver's license or ID card issued by a State or outlying possession of the United States, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address • ID card issued by federal, state or local government agencies or entities provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address • School ID card with a photograph • Voter's registration card • U.S. Military card or draft record • Military dependent's ID card • U.S. Coast Guard Merchant Mariner Card • Native American tribal document • Driver's license by a Canadian government authority <div style="background-color: #FFC0CB; padding: 5px; text-align: center;"> <p>For persons under age 18 who are unable to present a document listed above:</p> </div> <ul style="list-style-type: none"> • School record or report card • Clinic, doctor, or hospital record • Day-care or nursery school record | <ul style="list-style-type: none"> • A Social Security Account Number card, unless the card includes one of the following restrictions: <ul style="list-style-type: none"> - NOT VALID FOR EMPLOYMENT - VALID FOR WORK ONLY WITH INS AUTHORIZATION - VALID FOR WORK ONLY WITH DHS AUTHORIZATION • Certification of Birth Abroad issued by the Department of State (Form FS-545) • Certification of Report of Birth issued by the Department of State (Form DS-1350) • Original or certified copy of birth certificate issued by a State, country, municipal authority, or territory of the United States bearing an official seal • Native American tribal document • U.S. Citizen ID Card (Form I-197) • Identification Card for Use of Resident Citizen in the United States (Form I-179) • Employment authorization document issued by the Department of Homeland Security |

An additional document acceptable for List C is an official [Social Security Card Receipt](#) obtained from the Social Security Administration Office. This document should only be requested when the student's social security card has been lost or stolen, or it is his/her first time receiving one. The Social Security Administration is located at 485 N Freedom Blvd and is open M, T, Th, F 9am-3pm, & W 9am-12pm. You may contact their office at (866) 366-9549.