

## **What paperwork must students complete before they begin working?**

I-9 Form (Employment Eligibility Verification) – Student workers must ensure that Student Employment received the Federal I-9 form prior to beginning work. The Immigration Reform and Control Act of 1986 requires employers to verify the identity and employment eligibility of ALL EMPLOYEES. Before students are allowed to begin working at UC, they must present ORIGINAL, UNEXPIRED documents showing identity and employment eligibility. If you cannot present the necessary documents, you will not be authorized to begin work. From the following list, students must provide either one unexpired document from List A –OR- one unexpired document from List B AND one document from List C.

### LIST A

Documents that Establish both Identity and Employment Eligibility

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 with 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)

In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with a Form I-94 or Form I-94A, bearing the same name as the passport and containing an endorsement of the alien's non-immigrant status, as long as the 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.

OR

### LIST B

Documents that Establish Identity

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 issued by a Canadian government authority

For persons under age 18 who are unable to present a document listed above:

School record or report card

Clinic, doctor or hospital record

Day-care or nursery school record

AND

LIST C

Documents that Establish Employment Eligibility

Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States

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 a birth certificate issued by the state, county, 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

NY State IT-2104 and Federal W-4 Forms (income tax forms) – Students are also required to complete (tax) forms prior to beginning work.

Direct Deposit form (for students wishing electronic fund transfers of pay directly into their bank accounts) – Students are also advised to complete direct deposit forms prior to beginning work.

For International Students: International student workers must complete their pre-employment paperwork in the Office of International Education. Contact Lisa Tehan at [ltehan@utica.edu](mailto:ltehan@utica.edu) to set up an appointment.