

Who is required to complete an I-9 form?

- All employees (citizen and non citizens) hired after November 6, 1986 working in the United States. This includes student employees.

What is right to work documentation?

- As an employer we are required to verify that you have a right to work in the United States. To complete an I-9 form that verifies your right to work, you must provide original, unexpired documents at the time the form is completed and submitted to us as the employer. A list of acceptable documents is on the back of the I-9 form. Employees may present any list A document or a combination of a list B & a list C document.

What if I do not have original documents?

- We are required by law to verify original documents. Unfortunately, we cannot accept a photo copy. If you are unable to provide original and acceptable documents, you will not be authorized to work.

What if I have not worked in a few years but completed all the necessary paperwork previously?

- We are able to update your original I-9 form within 3 years of your original completed form. If you have not worked in 12 + months your I-9 form will need to be updated and re-verified.

What do I do if I moved to campus and didn't bring any of the documents from the acceptable list?

- In order to work on campus you need to make arrangements to have the document/s sent to you. Once we have seen the original document/s and verified them, we will return them to you. You may send them back home after we have done so for safe keeping.

If you have any further questions, please contact the Office of Human Resources at x3276 or Student Employment at x3353. We are here to help!