

Federal regulations requires that the University obtain an "employment eligibility form" from students before they be allowed to work on campus. This form is called Form I-9. If a student plans to accept either a Federal College Work Study position OR a State Institutional Employment College Work Study position on campus, they must bring **ORIGINAL** identification document(s) as detailed in the below lists. The Form I-9 and original document(s) must be presented to the Human Resources office **PRIOR** to beginning work at the University.

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

| LIST A Documents that Establish Both Identity and Employment Authorization | LIST B Documents that Establish Identity | LIST C Documents that Establish Employment Authorization |
|---|---|---|
| OR | | AND |
| 1. U.S. Passport or U.S. Passport Card | 1. 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 | 1. 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 |
| 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) | | |
| 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa | 2. 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 | 2. Certification of Birth Abroad issued by the Department of State (Form FS-545) |
| 4. Employment Authorization Document that contains a photograph (Form I-766) | 3. School ID card with a photograph | 3. Certification of Report of Birth issued by the Department of State (Form DS-1350) |
| | 4. Voter's registration card | |
| 5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant 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 | 5. U.S. Military card or draft record | 4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal |
| | 6. Military dependent's ID card | |
| | 7. U.S. Coast Guard Merchant Mariner Card | 5. Native American tribal document |
| | 8. Native American tribal document | 6. U.S. Citizen ID Card (Form I-197) |
| | 9. Driver's license issued by a Canadian government authority | |
| For persons under age 18 who are unable to present a document listed above: | | |
| 6. 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 | 10. School record or report card | 7. Identification Card for Use of Resident Citizen in the United States (Form I-179) |
| | 11. Clinic, doctor, or hospital record | |
| | 12. Day-care or nursery school record | |
| | | 8. Employment authorization document issued by the Department of Homeland Security |

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)