

I-9 FORM REQUIRED FOR EMPLOYMENT IN THE UNITED STATES

Section 1) Student: Send an email to StudentEmployment@vanderbilt.edu. In the subject line put I-9, in the body of the letter, just put your Vanderbilt email address. You will receive directions by email for the first section.

Section 2) After completing Section 1 online, please take proper identification (See below*) to the appropriate location:

► **Vanderbilt I-9 Document Verification Sites:** where you go for verification depends upon your citizenship or visa status.

A. **If you are a United States Citizen or Permanent Resident and a student at Vanderbilt, Go To**

Vanderbilt Human Resources Employee Service Center (HR Express),

2525 West End Avenue, 2nd Floor

(Hours: Monday thru Friday 7:30am – 5:30pm)

B. **If you are an international student: Go To**

Vanderbilt Human Resources Employee Service Center, 2525 West

End Avenue, 2nd Floor. Questions? Contact: Kristin Hawkins@ 615-343-6792

NOTE: For this section, *original documentation is required*. No copies will be accepted. Please complete this process *prior* to starting employment.

ACCEPTABLE DOCUMENTS = either 1 original document from List A

List A – Combined proof of Identity and work authorization (100% proof of ID)

U.S. Passport (unexpired)

An unexpired Employment Authorization Document that contains a photograph (Form I-

688A) An unexpired Employment Authorization Document that contains a photograph

(Form I-688B) An unexpired Employment Authorization Document that contains a

photograph (Form I-766) Permanent Resident Card or Alien Registration Receipt Card

(Form I-551)

An unexpired foreign passport with a temporary I-551 stamp

Unexpired Foreign passport with I-94 and I-20

Unexpired foreign passport with unexpired Arrival-Departure Record, Form I-94

Foreign Passport with I-94 with DS-2019

An unexpired Employment Authorization Document that contains a photograph (Form I-688)

OR a combination of 1 document from **List B** (50% proof of ID) + 1 document from **List C** (50% proof of ID)

List B – Proof of Identity (1 document)

Driver's license issued by a Canadian government authority

Driver's License or ID card issued by a state or outlying possession of the United States with photo

ID card issued by federal, state or local government agencies or entities, with photo, Military ID

Military dependent's ID card

School ID card with a photograph

School record or report card

Voter's registration card

U.S. Coast Guard Merchant Mariner Card

Native American tribal document

Day-care or nursery school record

Clinic, doctor or hospital record

List C – Proof of Work authorization (1 document)

U.S. Social Security card issued by SSA (cannot state Not Valid for Emp.)

Social Security card receipt

Unexpired employment authorization doc issued by DHS (other than List A)

Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)

Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United

States bearing an official seal

Native American tribal document

U.S. Citizen ID card (Form I-197)

ID Card for use of Resident Citizen in the United States (Form I-179)