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

Human Resources (Baker Building),
110 21st Ave S, 10th floor
(Hours: Monday 7:30am – 5:00 pm, Tuesday to Friday 8:00 am – 5:00 pm)

B. If you are an international student: Go To

Vanderbilt Human Resources Employee Service Center, 2525 West End Avenue, 2nd Floor. Questions? Contact: I9@Vanderbilt.edu (University) or I9.VUMC@Vanderbilt.edu (Medical)

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 form 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)