

I-9 FORM REQUIRED FOR EMPLOYMENT IN THE UNITED STATES

- 1) **Student:** Send an email to Studentemployment@vanderbilt.edu In the subject line type *I-9*, and in the body of the letter, put your email address. You will receive directions by email for the first section.
- 2) **After** completing Section 1 online, please take proper identification (See list below*) to an 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, 2525 West End Avenue, 5th Floor or Student Employment – 2309 West End Ave. (Undergraduate Admissions Building, 3rd floor)
- B. **If you are an international student: Go To** Vanderbilt Human Resources Express, 2525 West End Avenue, 2nd Floor. Questions? Contact: Kristen Hawkins@ 615-343-6792

*ACCEPTABLE DOCUMENTS = *EITHER* 1 document from List A

List A – Combined proof of Identity and work authorization

- 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 + 1 document from List C

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)