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 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)