**I-9 FORM REQUIRED FOR EMPLOYMENT IN THE UNITED STATES**

1) **Student:** Send an email to **Studentemployment@vanderbilt.edu** in the subject line put I-9, 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 (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

   *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)