

I-9 FORM REQUIRED FOR EMPLOYMENT IN THE UNITED STATES

- 1) **Student: Complete the online form** <https://forms.vanderbilt.edu/view.php?id=851410> . Once the form is submitted, you will receive an email (within 24-48 hours) from, Sterling Talent Solutions (talentwise), with a link for completing section 1 of the I-9 Form.
- 2) **After submitting Section 1** as directed in the email you will receive, **please take proper identification (See list below*)** to the VU Human Resources office, located on the 10th floor of the Baker Bldg. located on 21st Ave.

***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)