

Federal Work study students: This is a reminder: Please be prepared when you come to campus to show us an original document that proves you are legally eligible to work in the US. If you will be attending Summer Preview, you can complete the I-9 form at that time. Otherwise you will be required to complete the form when you check in with the Student Employment Office. Harper Center rm 2054, to pick up your Job Assignment when Fall semester begins.

Federal I-9 Employment Eligibility Verification form information

Federal Law requires that all new employees, including student employees and Federal Work Study students, must complete a Federal I-9 Employment Eligibility Verification form at time of hire. Students must present to CU staff a document that proves identity and a document that proves legal eligibility to work in the US. Below is the List of Acceptable Documents for the Federal I-9 Employment Eligibility Verification Form.

All documents must be original, unexpired and presented in person. No photocopies, no faxes please. It's the Law.

List A stands alone. List B must be in combination with List C.

One document from this list (A) will satisfy the I-9 requirement or >>>>>>>>>	One document from this list (B) in combination with one document from list C will satisfy the I-9 requirement	
LIST A	LIST B AND >>>>>	LIST C
1. U.S. Passport or U.S. Passport Card	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address	1. U.S. Social Security Account Number card other than one that specified on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	2. Certification of Birth Abroad issued by the Department of State (Form FS-545) 3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	3. School ID card with a photograph 4. Voter's registration card	4. Original or certified copy of birth certificate issued by a State, county, municipal authority or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a	5. U.S. Military card or draft record	5. Native American tribal document

photograph (Form I-766)		
	6. Military dependent's ID card	6. U.S. Citizen ID Card (Form-I-197) OVER
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations indentified on the form	7. U.S. Coast Guard Merchant Mariner Card	7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
	8. Native American tribal document	8. Employment authorization document issued by the Department of Homeland Security
	9. Driver's license issued by a Canadian government authority	
	For persons under age 18 who are unable to present a document listed above:	
6.) Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	10. School record or report card	
	11. Clinic, doctor or hospital record	
	12. Day-care or nursery school record	

All students being hired by Creighton Departments must complete the on-line I-9 Employment Eligibility verification form before beginning to work.

The on-line I-9 Verification form can be completed at the following locations M-F, 8 - 4:30:

All student workers: Human Resources 2222 Burt Street (just west of Public Safety)

Federal work study students: Student Employment Ofc Harper Center rm 2054

International student workers: Payroll Office Linn Building L08 (southeast of Harper Ctr)