Example:

Please take this slip to the Human Resources office, Kendall Hall Room 220 and let them know you need a new hire packet for an **ISA position**. You will need to bring certain forms of identification with you, the most common are an unexpired Passport **OR** a combination of a photo ID (driver’s license or Wildcat Card) **AND** original Social Security Card. Once you fill out the packet and turn it into Human Resources you will be given a ¼ sheet of paper authorizing you to work. Please return this sheet of paper to the department.
# Lists of Acceptable Documents

All documents must be UNEXPIRED

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

### List A: Documents that Establish Both Identity and Employment Authorization

1. U.S. Passport or U.S. Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
4. Employment Authorization Document that contains a photograph (Form I-766)
5. 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

### List B: Documents that Establish Identity

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
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
3. School ID card with a photograph
4. Voter’s registration card
5. U.S. Military card or draft record
6. Military dependent’s ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver’s license issued by a Canadian government authority
10. School record or report card
11. Clinic, doctor, or hospital record
12. Day-care or nursery school record

### List C: Documents that Establish Employment Authorization

1. A Social Security Account Number card, unless the card includes one of the following restrictions:
   1. NOT VALID FOR EMPLOYMENT
   2. VALID FOR WORK ONLY WITH INS AUTHORIZATION
   3. VALID FOR WORK ONLY WITH DHS AUTHORIZATION
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)
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
5. Native American tribal document
6. U.S. Citizen ID Card (Form I-137)
7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
8. Employment authorization document issued by the Department of Homeland Security
I-9 Authorization to work

Name: ____________________________

Empl. ID: _________________________

Dept. Name: _______________________

Dept. #: __________________________

☐ Employee is authorized to work and has completed all the necessary employment papers.

☐ Employee is temporarily authorized to work and must provide final I-9 document(s) by ____________.

☐ Employee is not authorized to work and has not completed employment papers or is not eligible to work.

HRSC Representative Signature ________________________________ Date ________________
Group hires

- Employment Services (EMPL) can come to you to process all hires at the same time.
- This benefits the department, the students and EMPL.
- Call Employment Services at ext. 4664 to make an appointment.
- Please give EMPL a few days notice before the meeting to get the appropriate paperwork together for the new hires.