

What is the general I-9 process?

The student presents their original documents to the student employment office at their appointment.

- We check the students' status for required criteria: student shows matriculated, credit requirements met, etc.
- We check to see if there is a hire form in the system for the student.
- Student is directed to complete Section 1 of their I-9 electronically.
- The Front desk validates the documents
- We electronically enter the information from the student's documents into Section 2 of the I-9.
- If all documents are eligible, we will partially approve the I-9 and it will go on to the next step.
- The second check will make sure everything is correct and the student meets all requirements.
- We will then approve the I-9 and checks that it executes and is authorized.
- Back desk employee will also make sure that the hire form is authorized by DHS and completed after the I-9 is complete.

NOTE: The hiring manager receives an authorization email stating that the student is authorized to work. At that time, the department can contact the student with a start date and time.
