

# **Employment Eligibility Verification I-9**

All employees, citizens and non-citizens, hired after November 6, 1986 and working in the United States must complete an Employment Eligibility Verification Form I-9. The purpose of this form is to document that each new employee (both citizen and non-citizen) hired after November 6, 1986 is authorized to work in the United States.

Be sure to fill out and sign Section 1 of the Employment Eligibility Verification form (I-9) and return to it to the GME office prior to your hire date. We cannot put you on payroll without Section 1. of this form being filled out and signed by your hire date. Non-compliance with this requirement means you will not be able to work.

**Section 2 of this form must be completed in person with one of the GME office staff in the Graduate Medical Education Office( H4/831) or at an orientation or training session no later than 3 business days from your hire date.** So, for example, if your hire date is 6/18/08, you must present the required documents to us no later than 6/20/08. If your hire date is 6/27/08, you must present the required documents to us no later than June 29<sup>th</sup>.

You will need to bring the original documents you will be using to prove identification and employment eligibility. We will duplicate your documents and return them to you immediately. The acceptable documents are listed on the last page of the 1-9 form. Please be sure to bring either:

One document from List A

OR

One document from List B and One document from List C

**The GME office is open from 7:30 am to 5:00 pm Monday through Friday if you would like to stop by and take care of this requirement prior to your hire date.**

Graduate Medical Education  
(608) 263-0572  
H4/831

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