I-9 Information For Employers

Many departments are not familiar with federal employment regulations, and thus often have questions about the I-9 process. In this document, you will read about why I-9s are required, as well as when and how student employees can complete the I-9 as part of the hiring process.

Why Are They Required?
The I-9 Form is a federally regulated process that is legally required as part of employee onboarding across the U.S. This process verifies that an individual is legally authorized to work in the U.S. Student Employment will not complete the hiring process of a student until after they have a valid I-9 on file.

When Should My Student Complete Their I-9?
● Your student should complete their I-9 when they are instructed to do so by Student Employment. All students receive an email notification regarding their onboarding task list which will include I-9 instructions as required.
● Do not send your students in to complete the I-9 before they are notified to do so by Student Employment. While we appreciate the effort, we cannot process an I-9 until the student has been assigned that onboarding task which happens at a specific point in the hiring process.
● All students are assigned an onboarding task list specific to their situation. If the student does not have an I-9 task, they have already completed this requirement for another GW position and do not need to do it again.

How Does My Student Complete Their I-9?
● Students must complete their I-9 at the Student Employment office. Students should NOT complete I-9s at the Faculty & Staff Service Center - if done there, Student Employment will not be notified and the hiring process will not move forward.
● There are two parts to the I-9. Completion of both parts is required:
  ○ Part 1 of the I-9 is completed online via a link included in students’ onboarding tasks. Part 1 must be completed before a student completes Part 2.
  ○ Part 2 of the I-9 is completed in person in the Student Employment office using specific original identifying documents that a student must bring with them.
    ■ The specific documents that are allowed to be used and the requirement to present the original of the document (not a photo or scanned copy) are federally regulated. There will be no exceptions.
  ○ If a student needs to have original documents mailed from home, it may take them a while to complete their I-9. Be patient, stay in communication with the student about their anticipated timeline, and do not allow the student to begin working until their hiring process is completed.