



### 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.