

Employment Eligibility (I-9 Form and E-Verify)

Applies to: All employees

Policy Statement:

By federal law, any person employed by the College for work within the United States must complete both the Employment Eligibility Verification Form (I-9) and, if hired after November 1, 2008, be entered into the E-Verify system within the first three days of his or her employment. Additionally, current employees being paid from federal contracts with a stipulation regarding E-Verify will have their employment eligibility verified.

Definitions and Regulations:

The employee must show appropriate documentation for review and verification to a College employee authorized to complete I-9 forms. Our participation in the E-Verify program requires that all forms of identification used as “list B” documents bear a photo.

If an employee uses documentation that expires, the employee will be required to complete a new I-9 form and show updated documentation establishing work eligibility.

Procedure:

Every employee who has accepted an offer to work for Dartmouth College MUST:

1. **On or before your first day of work:** Complete Section 1 of the Employment Eligibility Verification Form (I-9).
2. **On or before your third day of work:** Meet in person with a Dartmouth College trained I-9 division representative to complete Section Two within the first three days of the start of employment. The employee must provide original documentation (no photocopies or scanned documents are accepted) and all documents will be verified electronically through the USCIS E-Verify system. Please allow up to 15 minutes for this process to take place.

Note: Failure to complete the above steps within three days of starting work may result in suspension or termination of employment.

Documentation:

Form I-9 and E-Verify resources are available on the College Employment Authorization website available at:

http://www.dartmouth.edu/~hrs/employment/employment_verification/index.html

An updated list of people authorized to complete I-9 forms is available on the website above.