

## **New I-9 Verification Process Effective Immediately!**

The I-9 verification process has gone electronic! New student employees are now able to complete Section 1 of the government mandated I-9 form from any computer. If you are a new student worker, please following the process as outlined below:

- You must first receive an offer of employment from an RIT employer.
- Before or on your first day of employment, you must log-on to I-9 Express <http://www.i9express.com/>
- Use Employer Code **15083**.
- Review your information for errors and then check the box for your electronic signature.
- Save the information and take your original required documents (<http://www.rit.edu/emcs/seo/assets/docs/i-9-acceptable-documents.pdf>) to the Student Employment Office to complete Section 2 of the I-9 verification process. This step must be completed immediately after completing Section 1 of the I-9 form, but no later than your third day of employment.
- SEO will verify your identity and eligibility to work using the original documents that you bring with you.
- Once SEO has completed Section 2, the I-9 process will be complete!