



Employment Eligibility Verification Form I-9

The Department of Homeland Security requires that you complete the Employment Eligibility Verification Form (I-9) to prove employment eligibility after you have accepted your offer or within three business days of your start date with MCW. MCW partners with Equifax to electronically complete I-9 forms.

Please complete Section 1 of your I-9 by visiting www.newi9.com and enter the information below:

MCW Employer Code: 13884

First day of work at MCW: Your first day working/start date

You will receive an email from Human Resources reminding you to complete section 1, and the steps to complete section 2. The section 2 process requires an in-person review of your work authorization documents. The Human Resources I-9 designees are in the office on Mondays between 8-11am, unless the Monday falls on a holiday they will be in the next day, Tuesday between 8-11am. Please, respond promptly to the I-9 email to confirm your date to complete section 2. If you are starting near our Medical College of Wisconsin Regional Campuses, you will be connected with the appropriate their I-9 designee to complete section 2. Reminder, completing the I-9 is a government requirement and employment at MCW is contingent on completing this process. Please see this [link](#) for a detailed list of acceptable documents.

Please contact Human Resources with any questions at careers@mcw.edu or 414-955-8245 – Recruitment Team.