

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

Applies to: All employees

### Policy Statement:

By federal law, all employers must verify the employment eligibility and identity of each person hired, including U.S. citizens. Additionally, current employees being paid from federal contracts with a stipulation regarding E-Verify will have their employment eligibility verified.

Therefore, 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.

### Definitions and Regulations:

The employee must show appropriate documentation for review and verification to a College employee authorized to sign 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.

### 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](http://www.dartmouth.edu/~hrs/employment/employment_verification/index.html)

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