



## Form I-9 Requirements and Guidelines for Students

### Form I-9

All students (both undergrads and grads) must complete the Employment Eligibility Verification Form (or Form I-9) with the Payroll Office **prior to the start of employment (work or training)**. Form I-9 is the form required by all U.S. employers to verify the identity and employment authorization of newly hired individuals. This is a requirement of the U.S. Citizenship and Immigration Services and not of Rice University.

- After a department has hired a student, the hiring department will direct the student to attend an I-9 workshop (offered at various times throughout the semester) or visit the Payroll Office during office hours.
- Students must present to the Payroll staff **original, unexpired document(s)** to establish identity and employment authorization. These documents must be considered acceptable documents by the U.S. Citizenship and Immigration Services (either a List A document or a List B document and a List C document). Refer to <https://www.uscis.gov/i-9-central/acceptable-documents/who-issued-document> for a complete document list.

### Hiring Form

- When the I-9 form has been completed by the student and certified by the Payroll Office, Payroll staff will update Banner with the following information by the end of the business day following the date that the I-9 is completed.
  - Form Indicator will be populated when an I-9 is on file in Payroll.
    - Received = I-9 requirements have been met.
    - Temporary = I-9 requirements have been met temporarily.
  - Date will be populated with the date when the I-9 requirements have been met. This is the date when the employee is eligible for employment (work or training).
  - Expiration Date will only be populated if the student has temporary work authorization. In these cases, the date is the last day the student is eligible to work.
- Once the information above is completed, the hiring forms will be accessible by the student (SPAF) or department (EPAF, Graduate PA) and should be completed and submitted for the applicable approvals.
- Fellowship recipients are not considered employees; therefore, the I-9 requirement does not apply to them. These individuals will only complete I-9 after they receive an offer letter regarding a Research Assistant or Teaching Assistant position.

## **Federal Compliance**

In the event employers do not comply with the I-9 requirements, the U.S. Citizenship and Immigration Services may fine employers up to \$1,100 per violation. Since these are federal requirements and failure to comply with the requirements places the University at risk for significant fines, fines will be charged to departments that do not comply with the I-9 requirements and guidelines.

- ***Departments that permit students to work prior to the completion of the I-9 will be fined \$1,100 per occurrence.***
- The fine will be charged to the home org as indicated by the funding source provided on the SPAF, EPAF, or Graduate PA.