



REQUIREMENTS FOR FORM I-9

Students must complete the Employment Eligibility Verification Form (or Form I-9) with the Rice Payroll Office **prior to the start of work or training**. (This is a requirement of the U.S. Citizenship and Immigration Services and not of Rice University). Form I-9 is the form required by all U.S. employers to verify the identity and employment authorization of newly hired individuals. Students must bring **original, unexpired document(s)** to establish identity and employment authorization. Please refer below for a list of acceptable documents as defined by the U.S. Citizenship and Immigration Services.

For more information regarding student employment opportunities, [click here](#). And, for more information regarding student payroll, [click here](#).

Citizenship Status/Document Matrix		A CITIZEN OF THE U.S.	A NONCITIZEN NATIONAL OF THE U.S.	A LAWFUL PERMANENT RESIDENT	AN ALIEN AUTHORIZED TO WORK
DOCUMENT TYPE					
LIST A	U.S. Passport or Passport Card	●	●		
	Permanent Resident Card or Alien Registration Receipt Card (Form I-551)			●	
	Foreign passport with temporary I-551 stamp or printed notation on a MRIV			●	
	Employment Authorization Document (Form I-766)				●
	Foreign passport with Arrival/Departure Record (Form I-94)				●
	Passport from the Federated States of Micronesia or the Republic of the Marshall Islands with Form I-94 or Form I-94A				●
LIST B	Driver's License or ID card issued by a U.S. state or outlying possession	●	●	●	●
	ID card issued by a U.S. federal, state or local government agency	●	●	●	●
	School ID card	●	●	●	●
	Voter registration card	●	●	●	●
	U.S. military card or draft record	●	●	●	●
	Military dependent's ID card	●	●	●	●
	U.S. Coast Guard Merchant Mariner Card	●	●	●	●
	Native American tribal document	●	●	●	●
	Driver's license issued by a Canadian government authority	●	●	●	●
	School record or report card (under age 18)	●	●	●	●
	Clinic, doctor or hospital record (under age 18)	●	●	●	●
Day-care or nursery school record (under age 18)	●	●	●	●	
LIST C	Social Security Card *	●	●	●	●
	Certification of Birth Abroad (Form FS-545)	●	●		
	Certification of Report of Birth (Form DS-1350)	●	●		
	U.S. birth certificate (original or certified copy)	●	●		
	Native American tribal document	●	●	●	●
	U.S. Citizen ID Card (Form I-197)	●	●		
	ID Card for Use of Resident Citizen in the United States (Form I-179)	●	●		
	Employment authorization document issued by the U.S. Department of Homeland Security	●	●	●	●