




March 30, 2009

Memorandum

To: All New Employees

From: Ella Kiselyuk 
Director of Human Resources

Subject: **Compliance with Federal Employment Eligibility
Certification Procedures**

The Immigration Reform and Control Act (Simpson-Rodino Pub L 99-603) became effective November 6, 1986. The law required that all employees have verification of both personal identity and employability. This law applies to all new personnel and some rehired personnel, including those born in the United States.

The Graduate School and University Center cannot process any personnel appointments unless a completed Form I-9, with the attached support documentation, is on file in the Office of Human Resources. You must, therefore, complete Section 1 of the attached Employment Eligibility Verification Form I-9 and bring it, with the appropriate documentation, to the Office of Human Resources (Room 8403) for certification immediately.

You must present the required document(s) within **three (3) business days** of the date employment begins. If you are being hired for less than three (3) business days, the I-9 procedure must be fully completed at the time employment begins. You will not be permitted to work without the satisfactory completion of the I-9 certification process.

Attached are lists of the documents you must present. List A contains those documents that will establish both your identity and your authorization to work. If you do not have any of the specified documents, you must provide separate original documents from both Lists B and C (one each). Please bring in the **ORIGINAL DOCUMENT(S)** since only the Office of Human Resources is authorized to make photocopies of the documents you are presenting as proof. **The I-9 must be completed in the Office of Human Resources before you report to work.**

If you have any questions or need further clarification, please call Ms. Teena Costabile at (212) 817-7700.

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enc: Form I-9

Lists of Acceptable Documents for Verification