Date

Name  
Address1  
Address2

Dear (Name)

As stated in the letter offering you an appointment as an employee of the University of Minnesota, federal law requires that all employees be authorized to work in the United States. The appointment offer is contingent upon verification that you meet this requirement. In addition, if you are here on a non-immigrant visa, you must be authorized specifically to work at the University of Minnesota.

Regardless of your citizenship status, you must: 1) complete and submit Section 1 of the I-9 Form found at <http://www.newi9.com> on or before your first day of work for pay, 2) provide the required I-9 documentation described on the I-9 form to establish your identity and authorization to work on or before your first day of work for pay, and 3) receive confirmation from the University that your documentation satisfies the federal law requirements. **Your employment, including any rights and privileges afforded under the University's codes, policies, and agreements applicable to your position, does not begin until all of these steps have been completed. If you report to your first day of work without the required I-9 documentation, you will not be allowed to start work, or remain in the workplace until you present the required documents.**

When visiting the I-9 website to complete Section 1, you will be asked to enter the following information:

Employer Code: **13636**Start date: MM/DD/YY  
Location: (Enter location)

This link <https://www.uscis.gov/i-9-central/acceptable-documents/list-documents/form-i-9-acceptable-documents> provides lists of documents that are acceptable to complete your Form I-9. Foreign students in F-1 Nonimmigrant Status and J-1 Exchange Visitors must provide additional documents described here: <https://www.uscis.gov/i-9-central/acceptable-documents/additional-documentation-requirements>.

You may choose either one document (or combination) from List A, or one each from List B and List C, together with the appropriate additional documents for F-1 and J-2 foreign visitors. Please note that for purposes of proving your identity, the document you provide must include a picture of you.

Please call me at 000-000-0000 to schedule a time for the required pre-employment document review, and feel free to call if you need any assistance in completing the online I-9 form.

Sincerely,

(Name)