February 19, 2015

Memorandum

To: All New Employees

From: Ella Kiselyuk
Executive Director of Human Resources

Subject: Compliance with Federal Employment Eligibility Certification Procedures

On March 8, 2013 U.S. Citizenship and Immigration Services (USCIS) introduced a newly revised Employment Eligibility Verification form, Form I-9, which employers are required to use to verify the identity and employment authorization of newly hired and some rehired employees.

Please be advised that The Graduate Center cannot process any personnel appointments unless a completed Form I-9, with the attached support documentation, is on file in The Graduate Center’s Office of Human Resources. Please note that you must complete Section 1 of the attached form and bring it, with the appropriate unexpired documentation, to the Office of Human Resources (Room 8403) for certification.

Attached are the lists of documents from which you may select: List A contains those documents that will establish both your identity and your authorization to work. If you choose to provide documents from List B and List C, you must provide original documents from both List B and C. Please note that you must present **ORIGINAL UNEXPIRED DOCUMENT(S) no later than the first day of employment.**

If you have any questions or need further clarification, please email hr@gc.cuny.edu or call (212) 817-7700.