

Office of Human Resources


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Memorandum

To: All New Employees

From: David Boxil 
Executive Director of Human Resources

Subject: Compliance with Federal Employment Eligibility Certification Procedures

This is to inform you that the U.S. Citizenship and Immigration Services (USCIS) requires employers to verify the identity and employment authorization of newly hired and some rehired employees. Form 1-9 is used for this purpose.

Please be advised that the Graduate Center cannot process any personnel appointment unless completed Form 1-9, with the attached supporting documentation, is on file in the Graduate Center's Office of Human Resources (OHR). Please note that you must complete Section 1 of the attached form and bring it with the appropriate, unexpired, documentation to OHR (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 Lists Band C, you must provide documents from **BOTH** List B and C. Please note that you must present **ORIGINAL UNEXPIRED DOCUMENTS** 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.

Thank you