

OLD DOMINION UNIVERSITY
E-1S PROCESSING, OFFICE OF FINANCE

**Employment Eligibility Verification (I-9) Fact Sheet
for On-Campus Employment**

Federal law requires that all students accepting positions on-campus complete an Employment Verification Form (I-9) immediately upon being hired.

Students who are **United States citizens** or **permanent residents** may complete the employment eligibility process at one of the following locations:

Office of Finance
E-1S Processing
220-A Rollins Hall
683-5399

Campus Information Services
1st Floor Lobby
Webb University Center
683-3436

All international students (except permanent residents):

International students are required to complete the I-9 Form, the Child Support Disclosure/Drug and Alcohol Notification Form, and the Use of Internet and Electronic Communication Systems Certificate of Receipt in the International Student and Scholar Services office, located in 214 Spong Hall, telephone 683-4756. International students are generally exempt from the Selective Service Compliance Form.

It is the student's responsibility to have the following information available at the time of employment verification:

- A photo ID card (Military ID, Driver's License with photo, student ID with photo, Passport, etc.)
- Birth certificate (with original seal) or original Social Security Card

If the student does not have the documents listed above, he/she must apply for duplicate copies and provide **WRITTEN** proof of application (Social Security receipt) in order to begin work.

NOTE: International students may be required to provide employment eligibility and VISA information.

A student worker may **NOT** be employed on campus until the verification process is completed. For further information, please contact E-1S Processing at 683-5399.

