**REQUIREMENTS FOR FORM I-9**

Students must complete the Employment Eligibility Verification Form (or Form I-9) with the Rice Payroll Office **prior to the start of work or training.** (This is a requirement of the U.S. Citizenship and Immigration Services and not of Rice University). Form I-9 is the form required by all U.S. employers to verify the identity and employment authorization of newly hired individuals. Students must bring **original, unexpired document(s)** to establish identity and employment authorization. Please refer below for a list of acceptable documents as defined by the U.S. Citizenship and Immigration Services.

For more information regarding student employment opportunities, [click here](#). And, for more information regarding student payroll, [click here](#).

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### Citizenship Status/Document Matrix

<table>
<thead>
<tr>
<th>DOCUMENT TYPE</th>
<th>A CITIZEN OF THE U.S.</th>
<th>A NONCITIZEN NATIONAL OF THE U.S.</th>
<th>A LAWFUL PERMANENT RESIDENT</th>
<th>AN ALIEN AUTHORIZED TO WORK</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Passport or Passport Card</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
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<tr>
<td>Foreign passport with temporary I-551 stamp or printed notation on a MRIV</td>
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<tr>
<td>Employment Authorization Document (Form I-766)</td>
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<tr>
<td>Foreign passport with Arrival/Departure Record (Form I-94)</td>
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<tr>
<td>Passport from the Federated States of Micronesia or the Republic of the Marshall Islands with Form I-94 or Form I-94A</td>
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</tr>
</tbody>
</table>

**LIST A**

- Driver’s License or ID card issued by a U.S. state or outlying possession
- ID card issued by a U.S. federal, state or local government agency
- School ID card
- Voter registration card
- U.S. military card or draft record
- Military dependent’s ID card
- U.S. Coast Guard Merchant Mariner Card
- Native American tribal document
- Driver’s license issued by a Canadian government authority
- School record or report card (under age 18)
- Clinic, doctor or hospital record (under age 18)
- Day-care or nursery school record (under age 18)

**LIST B**

- Social Security Card *
- Certification of Birth Abroad (Form FS-545)
- Certification of Report of Birth (Form DS-1350)
- U.S. birth certificate (original or certified copy)
- Native American tribal document
- U.S. Citizen ID Card (Form I-197)
- ID Card for Use of Resident Citizen in the United States (Form I-179)
- Employment authorization document issued by the U.S. Department of Homeland Security

**LIST C**