

I-9 Form

Employee Information and Attestation

Verify Name, Social Security Number and Date of Birth

Manual Test Social Security #:  
Trustees of Tufts College Date of Birth:

You must complete the Employment Eligibility Verification form (I-9) by the end of your first day of work. Please read instructions carefully before completing this form. The instructions must be available during completion of this form. ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Read all instructions carefully before entering information on this page: [I-9 Instructions for Employee](#)

Select I have already completed and submitted an I-9 Form, but need to complete and submit a new I-9 Form

Select if you need to complete a new I-9

Home Address  
5 Main St  
Medford, MA 02155

Students must contact the registrar's office to change their address. All others can contact TSS X77000.

Other Names Used (if any)  
Other Names:

Add other names used (ie. Maiden name)

Citizenship and Employment Authorization

I attest, under penalty of perjury, that I am (select one of the following):  
 A citizen of the United States  
 A noncitizen national of the United States (only natives of American Samoa OR Swain's Island)  
 A lawful Permanent Resident Alien Registration Number/USCIS Number:  
 An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy)

Select the status that is applicable to you. Most of our foreign visitors would select "an alien authorized to work"

Enter your 9 digit alien number

Enter the last day on your I-20, DS-2019, or I-797

Please provide your Alien Registration/USCIS Number or Form I-94 Admission Number.  
Alien Registration Number/USCIS Number:  
Form I-94 Admission Number:  
Source of Admission Number:  
Foreign Passport Number:  
Country of Issuance:

Provide your 9 digit alien number or your 11 digit I-94 number - If you provide your I-94, you should also select the Source of Admission, Foreign Passport Number and the Country of Issuance.

Minor and Special Placement Details

If a parent or legal guardian of a minor (individual under age 18) OR a representative or a legal guardian of a person who meets the Special Placement criteria, as defined by the INS, completes this form, please select the following as they apply.  
 Special Placement Employee unable to present a List A or List B document  
 Minor unable to present a List A or List B document  
 Prepared and/or translated by a person other than the Employee

Accept I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

Once you have verified that everything is accurate, select "Accept"

### Step 5: Original Document Verification

Now that you have completed the online portion of your new hire process, you will need to present documents that establish work authorization in the US.

- Please review the acceptable documents list on the last page of the I-9 form found here: <http://www.uscis.gov/i-9-central/acceptable-documents>
- Bring **UNEXPIRED, ORIGINAL** documents to a Tufts Verification Location: <https://tuftstss.force.com/apex/home>