Please Note: As of June 3, 2019, the appearance of eServe has changed. The steps in this process will mostly remain the same, but your screen may not match these images. We are working on updating this document.

![](image)

**Verify Name, Social Security Number and Date of Birth**

**Select if you need to complete a new I-9**

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

**Add other names used (ie. Maiden name)**

**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**

**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.

**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](http://www.uscis.gov/i-9-central/acceptable-documents)
- Bring **UNEXPIRED, ORIGINAL** documents to a Tufts Verification Location: [https://tuftstss.force.com/apex/home](https://tuftstss.force.com/apex/home)