



March 4, 2010

ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 10-02

TO: University Administrators and Chancellors

FROM: M.R.C. Greenwood
President *M.R.C. Greenwood*

SUBJECT: NEW ADMINISTRATIVE PROCEDURE A9.680 – FORM I-9,
EMPLOYMENT ELIGIBILITY VERIFICATION

Transmitted herewith is the new Administrative Procedure A9.680 – Form I-9, Employment Eligibility Verification. The purpose of this procedure is to provide guidelines and instructions for the proper verification of an employee's eligibility to work in the United States in accordance with the Immigration Reform and Control Act of 1986 and for the proper completion of the Form I-9. The University is required by law to verify the identity and employment authorization of every individual the University hires after November 6, 1986, including U.S. citizens, permanent residents, and temporary foreign visitors.

Please call the Office of Human Resources at 956-8643 should you have any questions on this procedure.

Attachment