New Student Employee Checklist

Congratulations on your offered position within the Office of Student Life! Please follow the checklist below IN ORDER to ensure your hiring process is complete and we can get you started working!

- **Accept offer by REPLYING ALL to offer email**

- **Gather Work Authorization Documents (original/Certified Copy Required)**
  - See page 2 of this document for the list of I-9 acceptable documents. This list will also be available with your electronic documents.

- **Complete Your Electronic Documents**
  - You will received an email via Docusign with your hiring paperwork. If your OSU email is forwarded to a non-OSU email address, you will not receive them via email and will need to visit to www.docusign.net and log in with your OSU credentials to access your hiring documents.

- **Complete Background Check**
  - If your position requires a background check, you will receive instructions via email from the Office of Human Resources Background Check Office. Please complete this as soon as possible.

- **Present your Work Authorization Documents**
  - You will need to go to the Office of Human Resources (1590 N. High St. Room 421) with your Work Authorization Documents from step 2.
  - **You must fill out your electronic documents before visiting Human Resources. Please refer to your DocuSign email for specific instructions regarding your personal employment status.**

We will assign you a hire date after this entire checklist is completed and any necessary background checks have cleared.
### I-9 Lists of Acceptable Documents

You must bring in original, unexpired identification (no photocopies): **one from List A OR one from List B AND one from List C.**

#### List A
**Documents that Establish Both Identity and Employment Authorization**

1. U.S. Passport or U.S. Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
4. Employment Authorization Document that contains a photograph (Form I-766)
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:
   - Foreign passport; and
   - Form I-94 or Form I-94A that has the following:
     1. The same name as the passport; and
     2. An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI

#### List B
**Documents that Establish Identity**

1. Driver’s license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
3. School ID card with a photograph
4. Voter’s registration card
5. U.S. Military card or draft record
6. Military dependent’s ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver’s license issued by a Canadian government authority

**For persons under age 18 who are unable to present a document listed above:**

10. School record or report card
11. Clinic, doctor, or hospital record
12. Day-care or nursery school record

#### List C
**Documents that Establish Employment Authorization**

1. A Social Security Account Number card, unless the card includes one of the following restrictions:
   1. NOT VALID FOR EMPLOYMENT
   2. VALID FOR WORK ONLY WITH INS AUTHORIZATION
   3. VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. Native American tribal document
6. U.S. Citizen ID Card (Form I-197)
7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
8. Employment authorization document issued by the Department of Homeland Security