

To comply with the [Immigration Reform and Control Act of 1986](#), Iowa State is required to verify the identity and employment eligibility of all persons receiving salary or stipend payments, and those assigned to a covered federal contract. All new employees or graduate assistants are required to start the [USCIS Form I-9 process](#) on or before their first day of employment or appointment period and complete fully within three days of hire/appointment date. The process can be started as soon as the job offer or appointment letter is signed and is completed electronically within Workday.

Completion of the USCIS Form I-9 is an easy three-step process that involves providing basic, personal information, online through a secure web form ([Workday](#)) and presenting [original identification documents](#) to confirm identity and employment eligibility to complete the process. Your supervisor is also receiving this notification, so they are aware of the need to complete this Federal requirement.

There are three easy steps to the Form I-9 process in Workday:

- **Step 1. Complete initial Onboarding tasks** – includes 1) Personal Information; and 2) Home Contact Information.
- **Step 2. Complete Form I-9 Section 1** – includes Employee Information and Attestation of Form I-9.
- **Step 3. Service Center Visit OR ISSO Visit** – this informs of the need for an in-person review of your [original documents](#) for completion of Form I-9 Section 2.
 - **Step 3a: If you identify as a U.S. Citizen, noncitizen national or lawful permanent resident**, please present your [original form \(or forms\) of identification](#) to the **University Human Resources Service Center** in 3810 Beardshear Hall. Visit [website](#) for current hours.
 - **Step 3b: If you identify as an international worker (noncitizen authorized to work in the U.S.)**, please present your [original form \(or forms\) of identification](#) to the **International Students and Scholars Office (ISSO)** in the Memorial Union. Visit [website](#) for current hours.

Thank you for your prompt attention to this matter.

UHR Service Center | University Human Resources
3810 Beardshear Hall, Ames, IA 50011
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