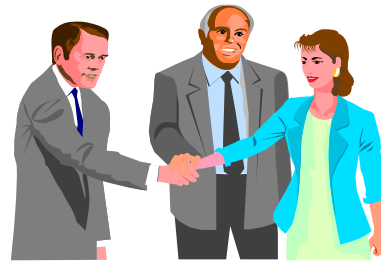


New Employee Welcome Form

Customer Service Center of Human Resources
Suite 330, One Park Place South
(404) 651-2380



Hi, our employee has come to the Customer Service Center to complete a hire packet.

Please welcome _____ hired as _____
(Print Name) (Job Title)

in the Department of _____ beginning on ____ / ____ / ____.

▶▶ Check the Employment Status of your employee:

Benefits-Eligible Status

- Faculty
- Fellow
- Post Doctoral
- Staff
- Limited Term (> 6 months)

Temporary Status

- Graduate Assistant
- Student Assistant/Work-Study
- Temporary Non-Student/Fee-Based
- Student Leader
- Part-time instructor

The person to contact if you have questions about me is:

(Name) _____ (Phone) _____.

Please note the necessary documentation below which your employee must present to the Customer Service Center:

▶▶ All employees need to provide evidence of Employment Eligibility within 3 (three) days of the hire date. (Please see back page for a list of acceptable original documents. Sorry, we cannot take copies of any documents).

▶▶ All Non-Resident Alien / Foreign Nationals authorized to work in the U.S. must provide all of the following original documents:

- Unexpired Passport
- I – 94
- I – 20 (F-1 Visa) OR DS2019 (J –1 Visa) OR I-797 (H1-B Visa)

You must present either **one item from List A**, or a combination of **one item each from Lists B and C**.

(This list is reproduced from the Department of Justice Immigration and Naturalization Service's Form I-9)

List A	OR	List B	List B and C	List C
<p><u>Documents that Establish Both Identity and Employment Eligibility</u></p> <ol style="list-style-type: none"> 1. U.S. Passport (unexpired or expired) 2. Certificate of U.S. Citizenship (INS Form N-560 or N-561) No longer acceptable 3. Certificate of Naturalization (INS Form N-550 or N-570) No longer acceptable 4. Unexpired foreign passport, with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization 5. Permanent Resident Card or Alien Registration Receipt Card with photograph (INS Form I-151 or I-551) I-151 no longer acceptable 6. Unexpired Temporary Resident Card (INS Form I-688) 7. Unexpired Employment Authorization Card (INS Form I-688A) 8. Unexpired Reentry Permit (INS Form I-327) No longer acceptable 9. Unexpired Refugee Travel Document (INS Form I-571) No longer acceptable 10. Unexpired Employment Authorization Document issued by the INS which Contains a photograph (INS Form I-688) 11. INS Form I-766 Employment Authorization Document 		<p><u>Documents that Establish Identity</u></p> <ol style="list-style-type: none"> 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, sex, 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, sex, height, eye color, and address 3. School ID card with 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 <p>For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none"> 10. School record or report card 11. Clinic, doctor, hospital record 12. Day-care or nursery school record 		<p><u>Documents that Establish Employment Eligibility</u></p> <ol style="list-style-type: none"> 1. U.S. social security card issued by the Social Security Administration (other than a card stating it is not valid for employment) 2. Certification of Birth Abroad issued by the Department of State (Form FS-545 or form DS-1350) 3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal. 4. Native American tribal document 5. U.S Citizen ID Card (INS Form I-197) 6. ID Card for use of Resident Citizen in the United States (INS Form I-179) 7. Unexpired employment authorization document issued by the INS (other than those listed under List A) <p style="text-align: right;">I-9 Notify 07/03</p>