

New I-9 protocol for International Staff & Students!

To alleviate some of the challenges related to completing I-9's for newly hired international staff & students, effective immediately all F-1, F-1 OPT, J-1, J-2 employees should be directed to the **International Student & Scholar Services (ISSS)** office to complete their I-9 form.

<http://www.vanderbilt.edu/iss/>
iss@vanderbilt.edu

All newly hired H1-B, TN-1, O-1; E-3 employees should be directed to **Human Resources Office of International Services (OIS)** to complete the I-9 form.

<http://www.vanderbilt.edu/ois/index.html>
ois@vanderbilt.edu

Both offices are located at:
The Student Life Center
Vanderbilt University
310 25th Avenue South
Nashville TN 37212

This will be standard procedure for all newly hired international staff and students as well as those individuals that obtain work authorization extensions.

All U.S. citizens and Permanent Residents should continue to complete their I-9's in their home departments, during New Staff Orientation or at the Human Resources office in the 2525 West End Building.

Also, contact Human Resources at 3-6606 for information about I-9 Express, our new on-line I-9 web application. It's user-friendly and makes the process easier for everyone!

<http://hr.vanderbilt.edu/index.htm>
http://hr.vanderbilt.edu/forms/documents/HowToFillOutAnI-9_002.ppt
I9@vanderbilt.edu