

# HR Pointer

November 6, 2007

## New I-9 Protocol for International Students and Staff!

To alleviate some of the challenges related to completing I-9s for newly hired international staff & students, please note the process enhancements below which are 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.

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

Both the ISSS and OIS 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 in their home department, during New Staff Orientation or at the Human Resources office in the 2525 West End Building.

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!

For more information:

<http://www.vanderbilt.edu/issv/> or email [issv@vanderbilt.edu](mailto:issv@vanderbilt.edu)

<http://www.vanderbilt.edu/ois/> or email [oiv@vanderbilt.edu](mailto:oiv@vanderbilt.edu)

<http://hr.vanderbilt.edu/> or email [i9@vanderbilt.edu](mailto:i9@vanderbilt.edu)