

I-9 Completion Card

TO: HUMAN RESOURCES, Baker Building, 10th Floor

FROM: Work Unit Name: _____

Business Unit 2-digit Code and Name: _____
(Example: 12 – College of Arts and Sciences)

Name of Employee/Student Worker: _____

Name of Employee/Student Worker's Supervisor _____

Department Administrator to whom the student should return this I-9 Completion Receipt:

Name: _____

Building: _____ Room: _____

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The following individual has completed Section One and Section Two of the I-9 process with Human Resources and may now begin work. If you have any questions, please feel free to contact us.

Name: _____

Date Completed: _____

Please give return this completed, stamped card to your department administrator within 1 business day. You will not be allowed to start work or be placed on payroll until you have returned this card.

Valid only when punch is present

University Human Resources
615-322-4788
Baker Building, 10th Floor
human.resources@vanderbilt.edu



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