The portion below is to be completed by the hiring department.

Department Name: ____________________________ Sup Org Number: ____________

Hire Date: _________ Dept. Contact Name: ____________________________ Dept. Ext. #: _________

Dear ____________________________,

(Employee Name)

Congratulations! You have been hired to work for Georgetown University.

The Department of Homeland Security requires that all new hires provide documentation that demonstrates that they are eligible to work in the United States by completing the Employment Eligibility Verification Form (I-9 Form).

The Section 1 of the I-9 form must be completed on or before your first day of employment and you must present the required documentation* within three business day from your first day of employment to the I-9 analyst or an authorized representative.

For I-9 processing hours and location please check the Main Campus I-9 website:
https://hr.georgetown.edu/employment_services/i9maincampus.html

To make an appointment email i-9@georgetown.edu

2115 Wisconsin Ave NW, Washington DC 20007

The I-9 office is located on the 6th floor, Suite 601

UHR use only

__________________________  ____________________________  ___________  _________
Name of New Hire  I-9 Initiated  Date

__________________________
UHR Name

__________________________  ____________________________  ___________  _________
UHR Signature  I-9 Completed  Date