

I-9 RECEIPT

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

I-9 Completed _____
Date

UHR Signature

Date