



EMPLOYMENT ELIGIBILITY VERIFICATION

Please be advised that you will need to provide proof that you are legally authorized to work in the United States and at Ramapo College of New Jersey at the time of hire. You will need to complete a Form I-9, Employment Eligibility Verification, and provide appropriate documentation as outlined below. The Form I-9 has to be completed within three days of your date of hire, or your employment at the College cannot continue. If you have any questions regarding this requirement of the Department of Homeland Security, U.S. Citizenship and Immigration Service, or about your immigration status, please contact the Office of International Education at Ramapo College of New Jersey immediately. You must have documents that verify identity and employment eligibility. That is one document from List "A" OR one from List "B" AND one from List "C". All documents must be unexpired.

List "A": Documents that Establish Both Identity and Employment Eligibility

1. U.S. Passport or U.S. Passport card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine readable immigrant visa
4. Employment Authorization Document that contains a photograph (Form I-766)
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI

List "B": Documents that Establish Identity

1. Driver's license or ID card issued by a state or outlying possession of the United States, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
 2. ID card issued by federal, state, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
 3. School ID card with a photograph
 4. Voter's registration card
 5. U.S. Military card or draft record
 6. Military dependent's ID card
 7. U.S. Coast Guard Merchant Mariner Card
 8. Native American tribal document
 9. Driver's license issued by a Canadian government authority
- For persons under age 18 who are unable to present a document listed above:**
10. School record or report card
 11. Clinic, doctor or hospital record

12. Day-care or nursery school record

List "C": Documents that Establish Employment Eligibility

1. U.S. Social Security account number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States. NOTE: A copy (such as a metal or plastic reproduction) is not acceptable.
2. Certification of Birth Abroad issued by the U.S. Department of State (Form FS-545)
3. Certification of Report of Birth issued by the U.S. Department of State (Form DS-1350)
4. Original or certified copy of a birth certificate issued by a state, county, municipal authority, or outlying possession of the United States bearing an official seal
5. Native American tribal document
6. U.S. Citizen ID Card (Form I-197)
7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
8. Employment authorization document issued by DHS (other than those listed under List A)