



Welcome to Mississippi College! Please review and complete the information below regarding Form I-9.

USCIS | I-9, Employment Eligibility Verification

Use Form I-9 to verify the identity and employment authorization of individuals hired for employment in the United States. All U.S. employers must properly complete Form I-9 for each individual they hire for employment in the United States. This includes citizens and noncitizens. Both employees and employers (or authorized representatives of the employer) must complete the form.

On the form, an employee must attest to their employment authorization. The employee must also present their employer with acceptable documents as evidence of identity and employment authorization. The employer must examine these documents to determine whether they reasonably appear to be genuine and relate to the employee, then record the document information on the employee's Form I-9. Certain employers who choose to remotely examine the employee's documentation under a DHS-authorized alternative procedure rather than via physical examination must indicate they did so by checking the box provided. The list of acceptable documents can be found on the last page of the form. Employers must retain Form I-9 for a designated period and make it available for inspection by authorized government officers.

Instructions for New Hire

IMPORTANT: The Form I-9 must be completed by or on your first date of employment.

1. Click the following link to access Form I-9: [Form I-9 | Employment Eligibility Verification](#).
2. Select "Get Started."
3. Enter hire date.
4. Enter your personal information, and click continue.
5. Click the "Guided Walkthrough" button and complete the next fields.
6. Check the box, "Use the Information I provided to fill my Form I-9."
7. Depending on the device used, the Form I-9 will appear, full screen. Review and click "Close."
8. Select "Sign" and input signature as requested.
9. Select "Finish and Submit."
10. You should receive a message box that states, "Great Work!" The form is complete.

Please review the list of "Acceptable Documents Form I-9" PDF, and bring two forms of ID with you on your first day of employment.