

University of Pittsburgh

Electronic Form I-9 Completion Instructions

As a part of the hiring process, all new student workers are required to complete a Form I-9, which is the Employment Eligibility Verification form required by the federal government.

Prior to your Employment Orientation meeting, we would like you to complete section 1 of the Form I-9 by using an electronic I-9 service called I-9 Express. This confidential and secure service allows you to quickly and conveniently complete section 1 of your Form I-9 online.

Please follow the simplified version of the completion instructions below to begin the form.

You are also required to bring the identification documents listed in the I-9 confirmation section of the online I-9 form, so that section 2 of the form may be completed by an authorized University representative. In addition, a list of applicable identification documents is also attached.

To complete your Form I-9 online:

1. Go to www.newi9.com
2. Enter the Employer Code: **14726**
3. Enter the text in the picture. For a new picture, click 'New Picture.'
4. Complete the I-9 form.
5. Electronically sign the I-9:
 - a. Review the information.
 - b. Click the checkbox to agree to the perjury statement.
 - c. Click Continue to complete your electronic signature.
6. Print the "Thank You" page to remind you to bring your **original** documents with you to your Employment Orientation meeting.
7. Close your browser to clear your activity from the browser's memory.

Please contact the Office of Student Employment with any questions at 814.827.4494.