Do you plan to work on campus?
Be prepared to fill out your I-9 form before you begin!

What’s an I-9 Form?

Everyone in the United States, not just students, must complete this federal form when beginning a job with a new employer in order to establish their work eligibility. For on-campus jobs, the employer is always Rice, so you need to complete an I-9 only once while you are at Rice.

What Original Documents Do I Have to Have with Me?

Although the form itself is easy to fill out, you must also present an original, unexpired document or documents that establish your identity and employment eligibility. Most students use either an original unexpired U.S. Passport, OR an unexpired driver’s license AND an original Social Security Card. There is a complete list of all acceptable documents on the last page of the I-9 form.

When Does the Form Have to Be Completed?

Section I of the form must be completed on or before your first day of work, and Section II must be completed within 3 business days of your first day of work.

Can I Be Paid Before the Form is Completed?

Please note that you will not be allowed to be paid until the I-9 form is complete.

Where Do I Fill Out the I-9 Form?

Students that are U.S. citizens will complete the I-9 form in the department in which they will be working.

Foreign national students and students with U.S. Permanent Residency will complete the I-9 form in the Rice University Payroll Office located in the Memorial Hermann Medical Plaza, 26th floor.

For more on student employment opportunities click here.