Welcome to the team! You will need to complete the federally required I-9 form before you are eligible to start working. Please use the [Student Employee Verification Request Form](https://sl.richmond.edu/Cr) to select your appointment date to complete your pre-employment steps with Human Resources (HR) or meet with the Office of International Taxation (OIT). Be sure to bring original document(s) to meet the I-9 requirement listed [here](https://studentjobs.richmond.edu/students/pdfs/I-9%20Acceptable%20Documents.pdf), (e.g., social security card, unexpired passport or birth certificate, etc.).  You will need to show one original document from column A or a combination of one original document from both columns B and column C.

If you do not have the necessary documentation for the I-9 and would like to obtain a free replacement social security card, please visit the Social Security Info section on the website [here](https://studentjobs.richmond.edu/students/social-security.html#what-if-i-don8217t-have-any-of-those-documents-with-me-or-i-lost-my-social-security-card).

Please refer to the [New Employee](https://studentjobs.richmond.edu/students/new-student-employees.html) section on the Student Employment website for more information about what you need to do to start work on campus.

If you have any questions, please let me know, thank you.