

IMPORTANT I-9 INFORMATION FROM THE UH STUDENT EMPLOYMENT OFFICES

The federal I-9 form is mandated by the federal government to verify the identity and employment authorization of individuals hired for employment in the United States.

- The I-9 form must be completed in the electronic format within the sece system.
- All new student hires must complete and submit section 1 of the I-9 form on sece unless the electronic form was previously completed and is still valid.
- Upon completion of section 1, the student must present unexpired, original document(s) of identification and employment eligibility in person to the appropriate student employment office.
- Electronic I-9s may be valid at any campus in the UH system that utilizes the electronic form. Students may check with the appropriate campus student employment office to see if the I-9 remains valid for their new job.