University of Iowa Health Care
Graduate Medical Education
200 Hawkins Drive, C123 GH
Iowa City, IA 52242-1009
Tel 319-384-7620
Web *https://gme.uihealthcare.org/*

I-9 Form (Online only)

You are required to complete the federal Form I-9 and verify your employment eligibility through E-Verify as part of the onboarding and hiring process. The entire I-9 and E-Verify process is electronic, there are no forms to sign in person. The first step is for you to complete Section 1 by entering your personal information and reviewing the slides on the I-9 website, which contain information about the I-9 process. You must proceed through all pages in order for your information to be saved in Section 1. **See page 3 for a full guide on completing Section 1.**

Please refer to the 'Lists of Acceptable Documentation' page and review acceptable documents. You are required to upload documentation you used to complete Section 1. If a List B document is provided, it must contain a photograph. **Do not skip the upload attachment option.**

Section 1 should take less than 10 minutes to complete, so we encourage you to complete it as soon as possible. Section 1 must be completed **prior to your first day of work (your GME contract date)**.

You will be prompted to select your Location, based on your training program.

If you are in a ***Residency program****, select*: 70-7400-00000 ADMINISTRATION

OR if you are in a **Psychiatry Residency program**, select: 80-8100-00000 ADMINISTRATION

OR if you are in a ***Fellowship program, please reach out to your program coordinator*** *for your Location Code.*

If you are unsure of your location, select **I don't know my location*

To finish the I-9 process, Section 2 must be completed with either the GME office for residents or your program's departmental Human Resources staff for fellows. **You will need to have the PHYSICAL documents you used in Section 1 with you to complete Section 2 of the I-9 when you meet with either GME or your departmental HR to complete the process**. If you are in Iowa City prior to your start date, you may contact the GME office to arrange an appointment. Check with your program coordinator first, as an appointment might already be arranged.

Please email gmeoffice@uiowa.edu with any questions.

Thank you.

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

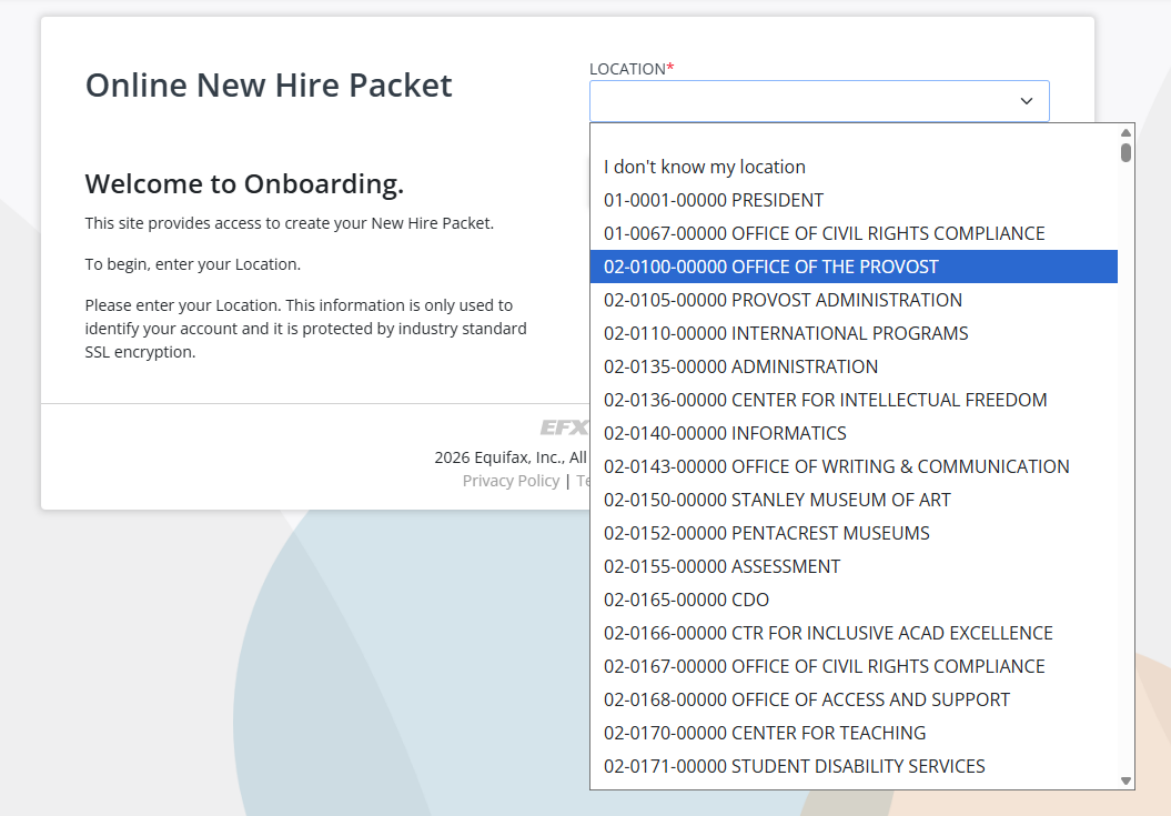
LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		**1.** Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address.		**1.** A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		**2.** ID card issued by federal, state, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		**2.** Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		**3.** School ID card with a photograph		**3.** Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		**4.** Voter's registration card		**4.** Native American tribal document
5. For a non-immigrant alien authorized to work for a specific employer because of his or her status: **a.** Foreign passport; and **b.** Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's non-immigrant status as long as that period of endorsement has not yet expired, and the proposed employment is not in conflict with any restrictions or limitations identified on the form		**5.** U.S. Military card or draft record		**5.** U.S. Citizen Card (Form I-197)
		6. Military dependent's ID card		**6.** Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		**7.** Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		For persons under the age of 18, who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinical, doctor, or hospital record		
		12. Day-care or nursery school record		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating non-immigrant admission under the Compact of Free Association Between the United States and the FSM or RMI				

Examples of these documents can be found HERE.

Refer to the instructions for more information about acceptable receipts.

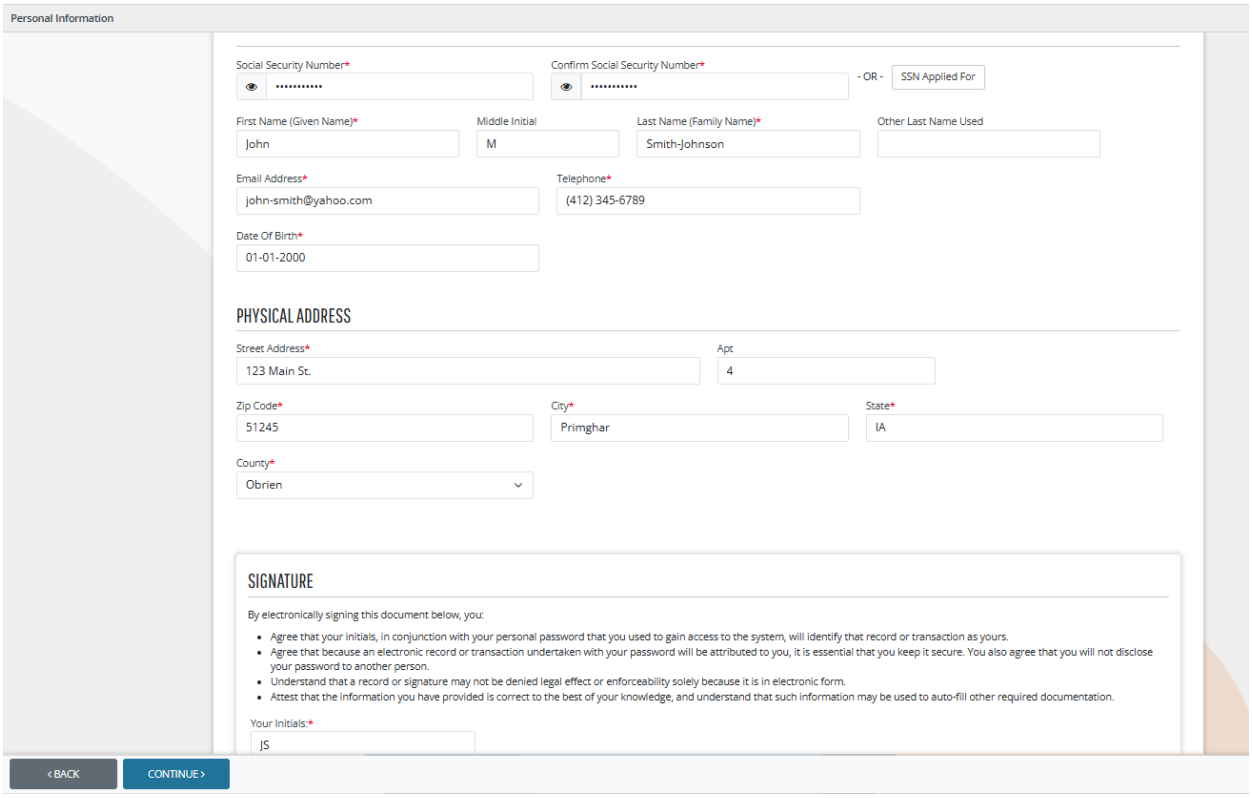
Standard Link: https://hrx.talx.com/ec/#/login/13072/Template/574dad72-f149-49fa-8350-54d997984594

1. Using the dropdown menu, select the location provided by your department.

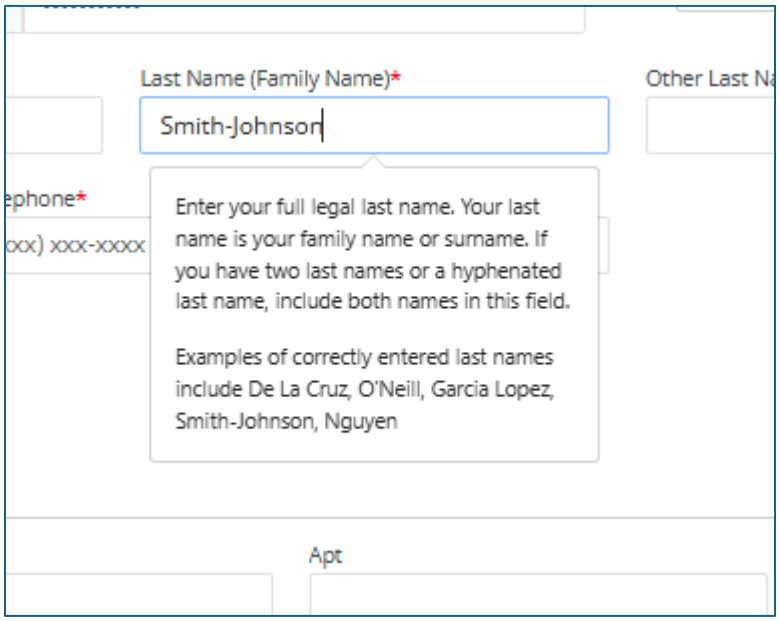


2. Read the introduction on the *WELCOME TO YOUR EMPLOYMENT CENTER* page and click continue to begin.

3. Enter your personal identification information in the text fields.

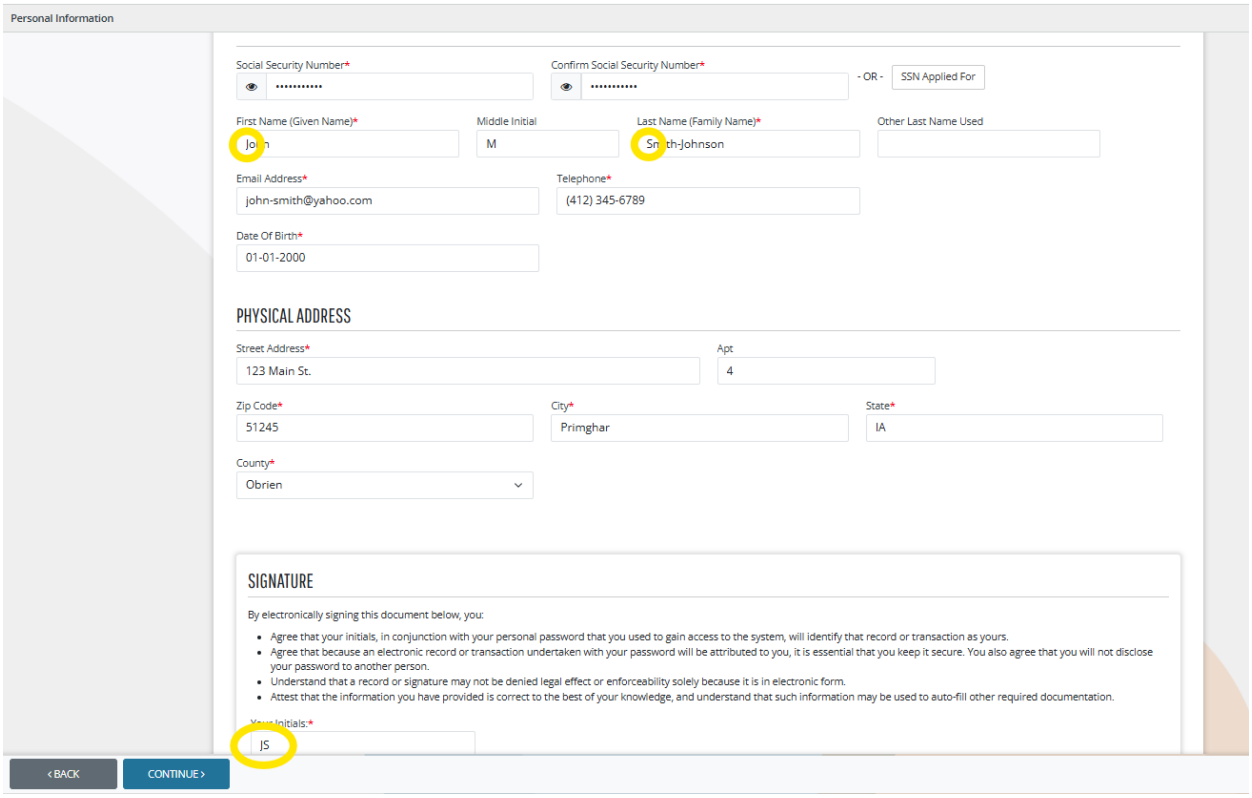


Utilize the informational pop-up boxes as you navigate through the personal information page.

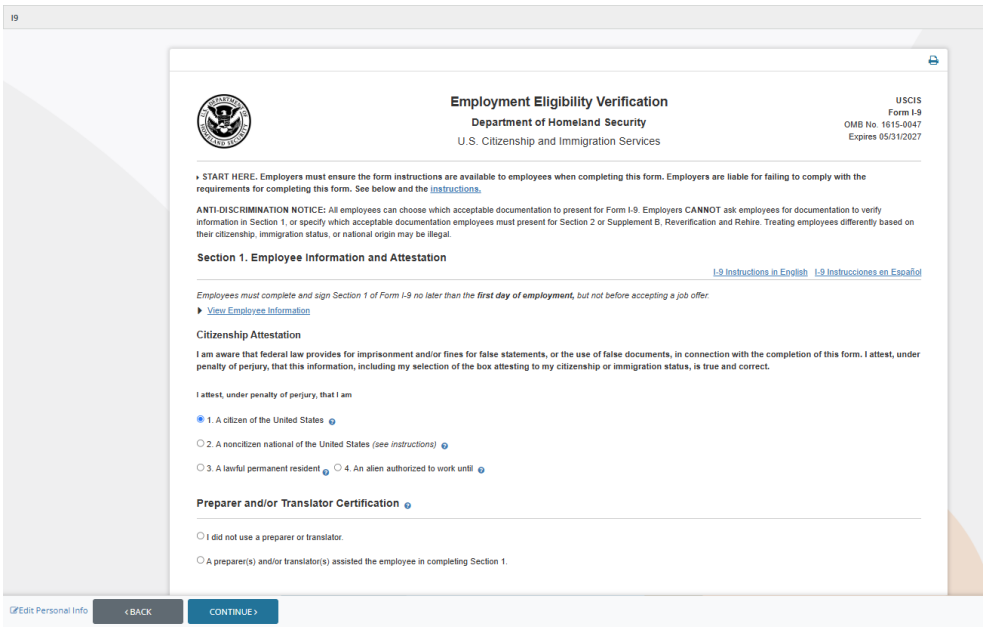


4. Read and electronically sign your initials on the document, then click continue.

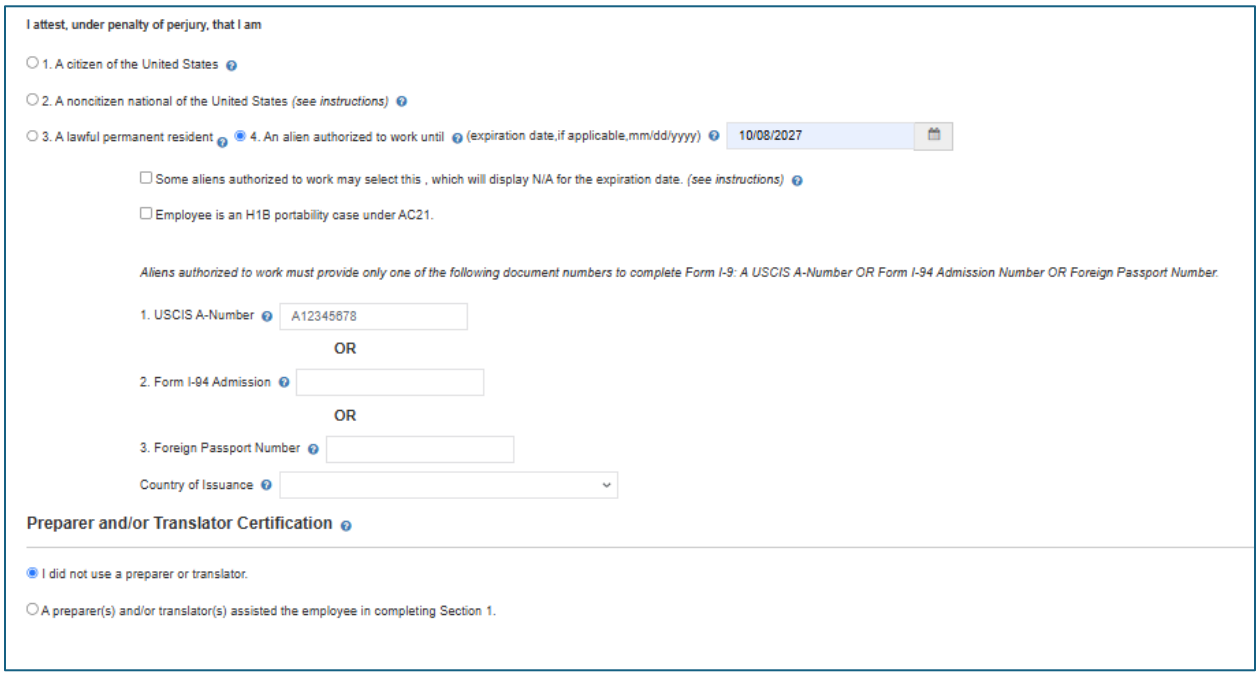
The initials must exactly match the first letter of the First Name field and the first letter of the Last Name field, or you will receive an error and be unable to proceed.



5. Attest your citizenship status by selecting the appropriate citizenship option.



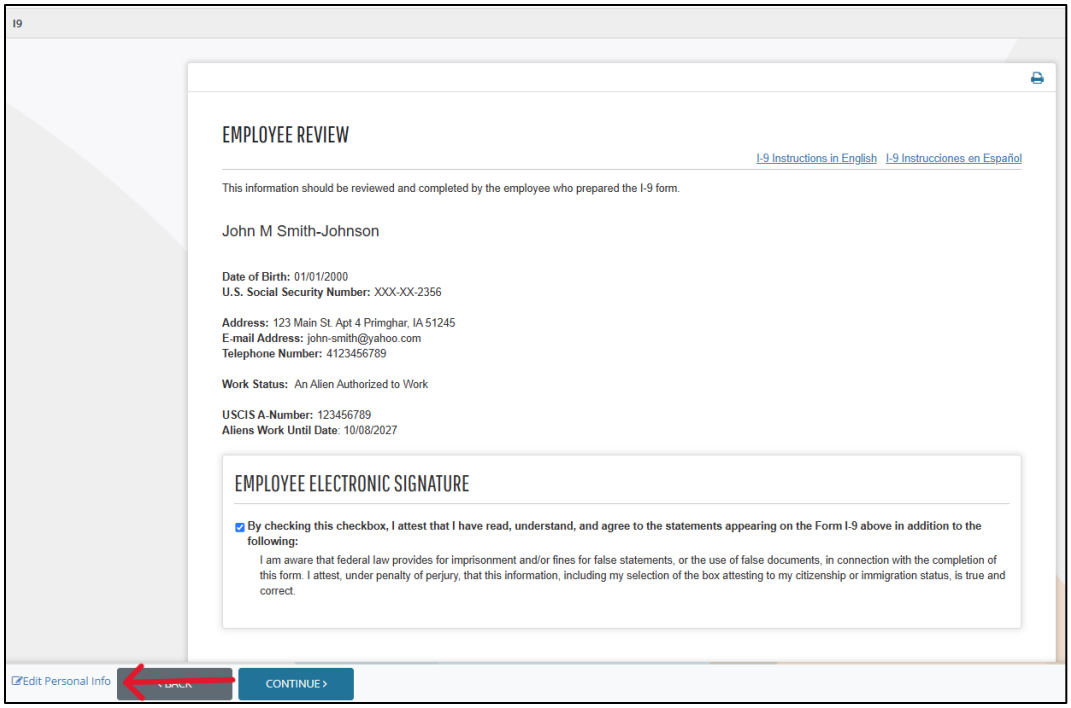
If you are a lawful permanent resident or noncitizen authorized to work, you will be asked to complete additional populated fields.



Complete the Preparer and/or Translator Certification, then select continue.

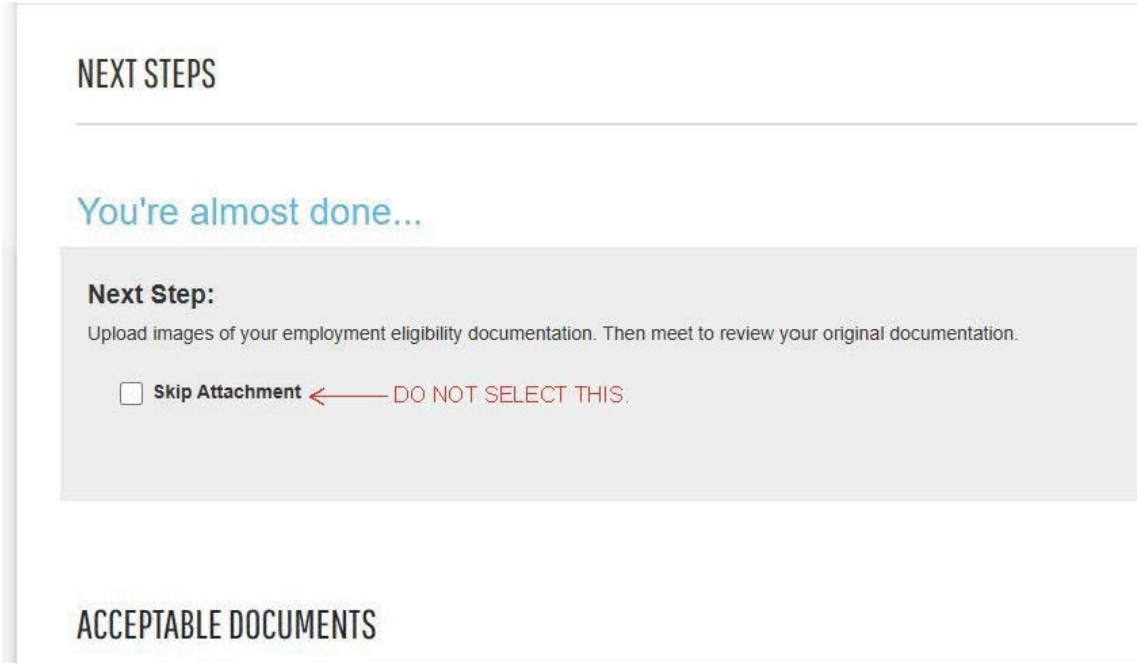
6. Review the entered information on the EMPLOYEE REVIEW page for accuracy.

If you have corrections to make, click Edit Personal Info to make updates.

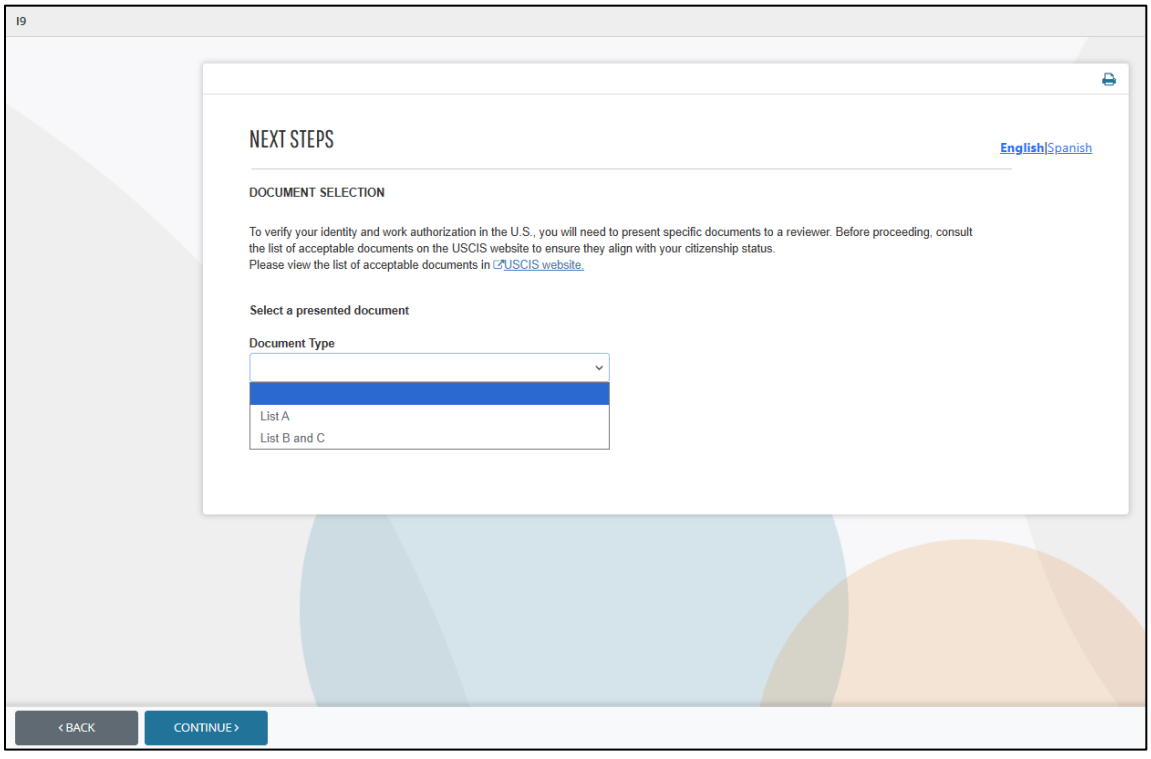


7. Check the EMPLOYEE ELECTRONIC SIGNATURE box and click continue.
8. Upload Documentation

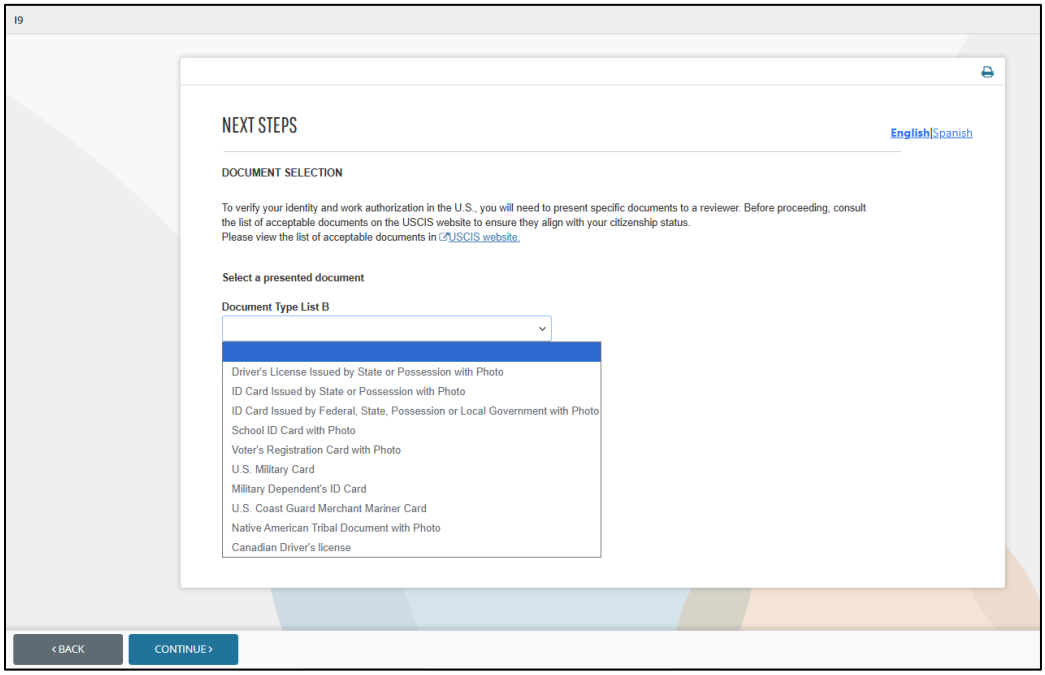
Read the ACCEPTABLE DOCUMENTS section of the NEXT STEPS page. **DO NOT** select "Skip Attachment". When you are ready, select continue.



9. Select your document type in the DOCUMENT SELECTION section and click continue.

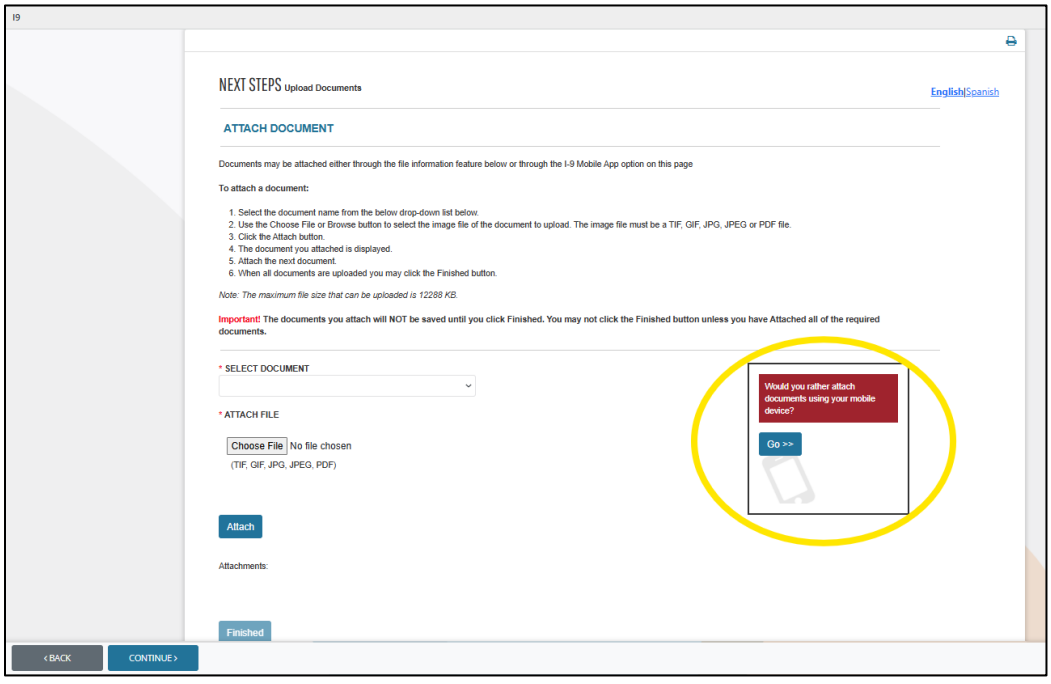


10. From the dropdown menu, select the document(s) you will upload and provide for Section 2 of Form I-9. Click Continue.

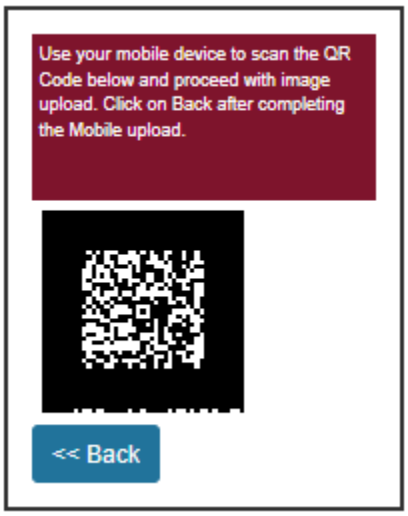


11. Follow instructions 1-6 on the ATTACH DOCUMENT page to upload and attach your documentation.

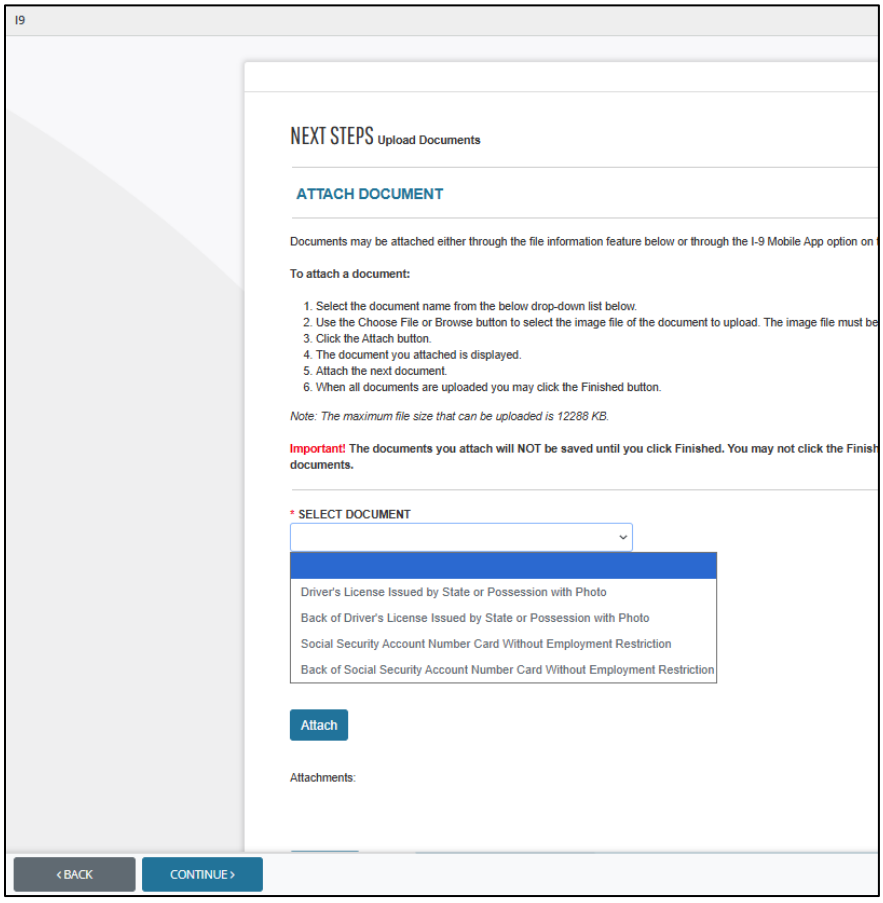
If you are uploading from your computer, skip to step 12. If you prefer to use your mobile device to upload your documentation, click the *Go>>* button on the right side of the page.



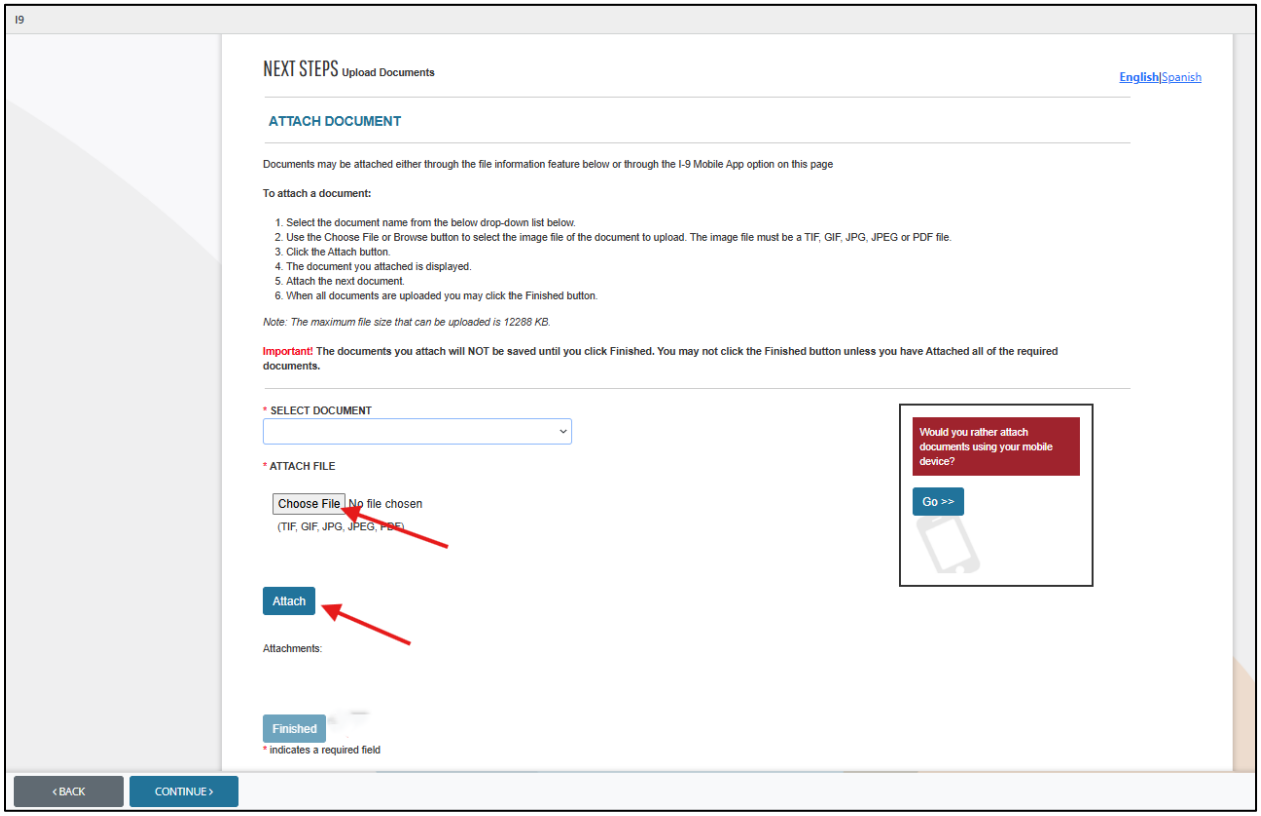
If you choose the mobile option, after clicking Go>>, scan the QR code provided and follow the prompts from your phone. Skip to step 13 below if you choose to upload via the mobile option.



12. Use the SELECT DOCUMENT dropdown to choose the document you will upload.



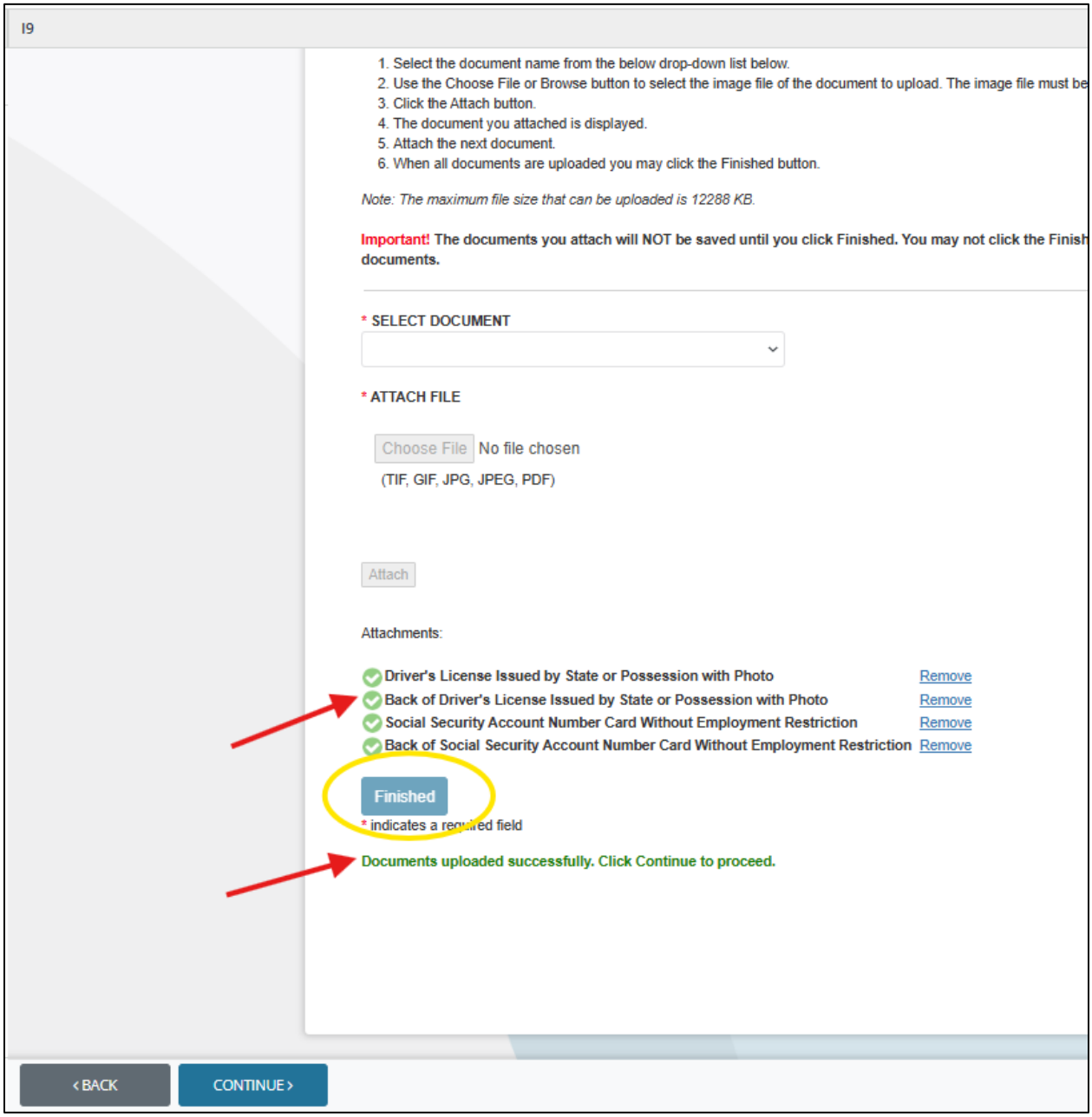
Click choose file>select the appropriate document from your files>click Attach button.



Repeat step 12 for each document until all documentation listed in the SELECT DOCUMENTATION dropdown has been uploaded.

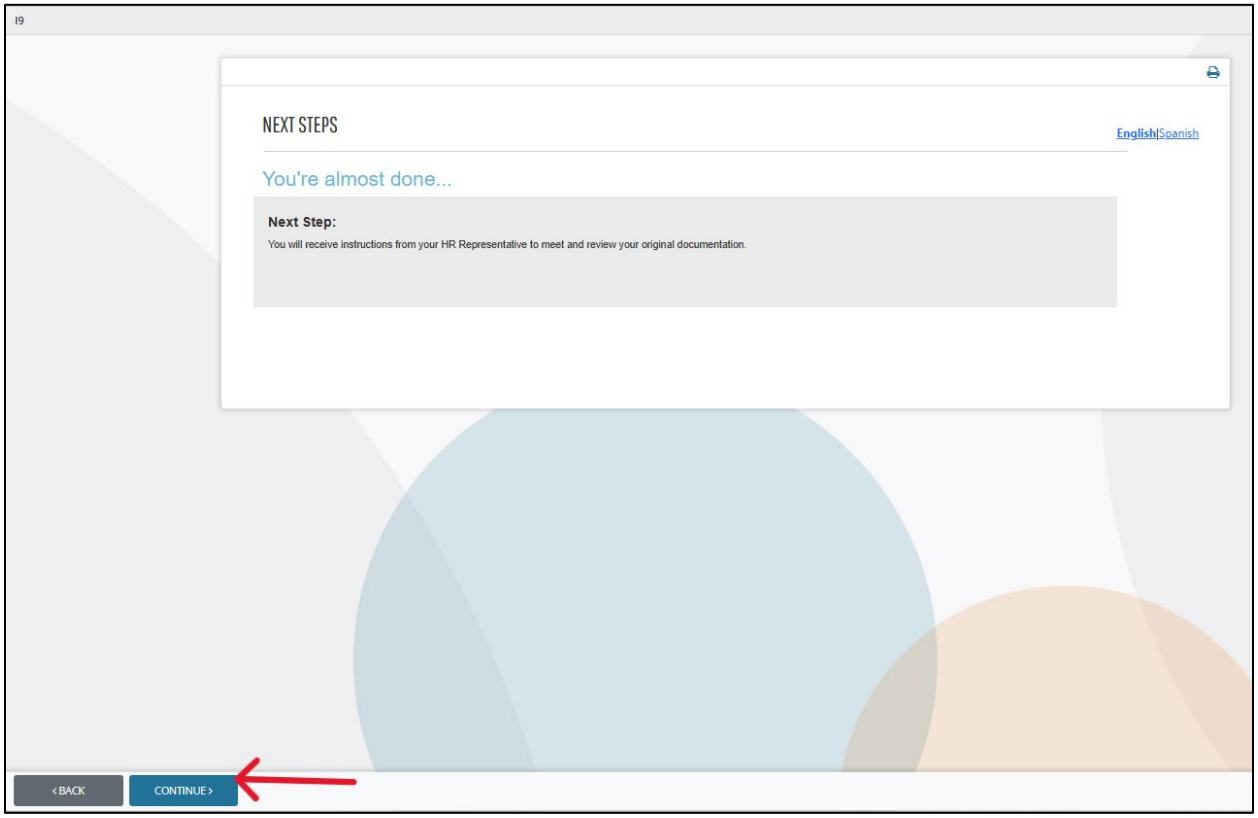
As you upload each document, it will appear under the ATTACH button as an indicator that you have successfully uploaded the document. You should also see a green checkbox next to each document. If you see a red X, please remove the respective attachment and try to upload it again.

13. Once all required documentation has been uploaded, the FINISHED button will no longer be faded out, and you will select FINISHED.



Click CONTINUE.

14. On the NEXT STEPS page, you MUST click the final CONTINUE button to complete the process.



15. SUCCESS! You've completed Section 1 of the I-9 process once you reach the CONGRATULATIONS page.

