Newly Hired Student Employee Information

Moraine Valley Community College - Job Resource Center – S202
9000 W. College Pkwy, Palos Hills, IL 60465-2478 (708) 974-5737
www.morainevalley.edu/jrc

Before you begin working, come to the Job Resource Center to complete your employment paperwork which includes: federal and state W-4 tax forms, I-9 form, form to designate paycheck pickup location, confidentiality form, and background check release. In addition, you need to sign up for mandatory student employee orientation.

Note: Consider bringing the following to complete the I-9:

LIST A **OR**	LIST B **AND**	LIST C
Documents that Establish Both Identity and Employment Authorization	**Documents that Establish Identity**	**Documents that Establish Employment Authorization**
1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph of information such as name, date of birth, gender, height, eye color and address.	1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
4. Employment Authorization Document that contains a photograph (Form I-766) 5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-9 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with	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. 3. School ID card with photograph 4. Voter's registration card	2. Certification of Birth Abroad issued by the Department of State (Form FS-545) 3. Certification of the Report of Birth issued by the Department of State (Form DS-1350) 4. Original or certified copy of birth certificate issued by a State, country, municipal authority, or territory of

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any restrictions or limitations identified on the form.	5. U.S. Military card or draft record	the United States bearing an official seal.
6. Passport from the Federal Status of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI.	6. Military dependent's ID card	5. Native American Tribal document.
	7. U.S. Coast Guard Merchant Marnier Card	6. U.S. Citizen ID Card (Form I-197)
	8. Native American tribal document	7. Identification Card for Use of Resident Citizen in the United States (Form I-179).
	9. Driver's license issued by a Canadian government authority.	
	For persons under age 18 who are unable to present a document listed above:	8. Employment authorization document issued by the Department of Homeland Security
	10. School record or report card	
	11. Clinic, doctor, or hospital record	
	12. Day-care or nursery school record.	

International Student with Social Security card

If you are here on an F-1 visa, you must be able to show valid I-20.

International Student without a Social Security card

Although international students do not need a SS card to complete the I-9 form, it is needed for payroll & tax purposes. If you do not have a U.S. Social Security card, you must obtain one before you start working. Bring your hiring paperwork to the Job Resource Center, S202, and you will be given instructions on how to apply for a Social Security card.

If you have any questions, please call the Job Resource Center at 708/974-5737