

Welcome to the University of Pennsylvania's School of Medicine. Per the Immigration Reform and Control Act of 1986, we need to obtain documentation that establishes your identity and right to work in the United States. To meet this requirement, employers must obtain a completed I-9 form for every employee. TALX, the largest provider of employment and income verifications in the U.S., provides us the ability to complete your I-9 form electronically. TALX uses the strictest of security measures, including encryption, to protect employees. Before you begin working at Penn, please go to [www.newI9.com](http://www.newI9.com), enter the University of Pennsylvania's employer code (10476), and enter the required information.

When filling out the online I9 enter only Valid US Social Security numbers. Do not use temporary social security numbers. **IF YOU DO NOT HAVE A VALID US SOCIAL SECURITY NUMBER, OR ARE UNSURE, CONTACT THE PERSON WHO GAVE YOU THESE INSTRUCTIONS.** Please select "Medicine" from the "Location" dropdown box.

On your first day of work, you'll need to bring in documentation to complete the I-9 process. You will need one document from list A or two documents- one from list B and one from list C. **PLEASE REMEMBER, IF YOU DO NOT BRING IN APPROPRIATE DOCUMENTATION ON YOUR FIRST DAY OF EMPLOYMENT, YOU WILL NOT BE ABLE TO WORK.**

**List A Documents (Establishes identity and employment authorization)**

U.S. Passport  
U.S. Passport Card  
Permanent Resident Card (I-551)  
Foreign Passport with I-551 or MRIV  
Employment Authorization Document (I-766)  
Form I-94/I-94A Arrival/Departure Record  
Passports of the FSM and the RMI

**List B Documents (Establishes identity only)**

State-Issued Driver's License  
State-Issued ID Card

**List C Documents (Establishes employment authorization only)**

Social Security Account Number Card  
Certification of Birth Abroad by State Department  
Birth Certificate  
U.S. Citizen Identification Card (Form I-197)  
Resident U.S. Citizen Identification Card (Form I-179)  
Form I-20 Certificate with Form I-94 or I-94A  
Form DS-2019 Accompanied by Form I-94 or I-94A