I-9 Applicant Instructions

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** [https://www.hr.upenn.edu/I9](https://www.hr.upenn.edu/I9). **Select “MEDICINE” From the drop-down menu and enter all 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.**

On your first day of work, you'll need to bring in documentation to complete the I-9 process. You will need to bring in the **ORIGINAL, UNEXPIRED Photo ID and Social Security card** that you submitted via secure share.

**DATE I9 submitted via Employment Center:**

**SIGNATURE:**

**PLEASE REMEMBER, IF YOU DO NOT BRING IN APPROPRIATE DOCUMENTATION ON YOUR FIRST DAY OF EMPLOYMENT, YOU WILL NOT BE ABLE TO WORK.**