

Statement to be included in all new hire/rehire offer letters/emails.

This offer is also contingent upon your eligibility to work in the United States. Prior to your first day of work, you must first complete Section 1 of the U.S. Citizenship and Immigration Services' Form I-9, Employment Eligibility Verification. To access the electronic form, visit the Purdue University payroll site at www.purdue.edu/Payroll. Click the link titled, "Electronic I-9 for new hires/rehires," login and complete Section 1 of the Form I-9. After completing Section 1, you will be provided a list of acceptable documents. The list of documents is also attached to this letter for your easy reference. The required documents must be presented to your employing department on your first day of employment.