

“ORIGINAL” DOCUMENTS REQUIRED TO APPLY FOR CAMPUS JOBS

**EITHER: 1 DOCUMENT FROM LIST A
OR 1 DOCUMENT EACH FROM LIST B AND LIST C**

LIST OF ACCEPTABLE DOCUMENTS

All documents must be ORIGINAL AND UNEXPIRED– No faxes, scans or copies

HIGHLIGHTED SECTIONS SHOW MOST COMMON FORMS OF IDENTIFICATION

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. 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 (3) Valid for Work only with DHS Authorization
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		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 Birth Abroad issued by the Department of State (Form FS-545)
4. Employment Authorization Document that contains a photograph (Form I-766)		3. School ID card with a photograph		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport, and b. Form I-94 or Form I94A that has the following: 1. The same name as the passport; and 2. Endorsement of the alien’s nonimmigrant 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		4. Voter’s registration card		4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
		5. U.S. Military card or draft record		
		6. Military dependent’s ID card		
		7. U.S. Coast Guard Merchant Mariner Card		
		8. Native American tribal document		
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 nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		9. Driver’s license issued by a Canadian government authority		5. Native American tribal document
		For persons under the age of 18 who are unable to present a document listed above:		6. U.S. Citizen ID Card (Form I-197)
		10. School record or report card		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		11. Clinic, doctor, or hospital record		8. Employment authorization document issued by the Department of Homeland Security
		12. Day-care or nursery school record		

CENTER FOR CAREER & PROFESSIONAL ADVANCEMENT

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