Employment with the University is subject to the requirements of the Immigration Reform and Control Act (IRCA) which requires employers to verify an employee’s right to work in the United States. **No later than the end of your first day of work, you must complete Section 1 of the U.S. Citizenship and Immigration Services’ Form I-9, Employment Eligibility Verification.**

To access the electronic form, visit the IPFW Human Resources site at [www.ipfw.edu/hr](http://www.ipfw.edu/hr). Please click the link at the bottom titled, “Electronic I-9 for new hires/rehires,” login and complete Section 1 of the Form I-9.

You will then be provided a list of acceptable documents. Please bring your original documents for verification to your hiring department, to Human Resources in Kettler Hall, or to any of the designated ‘completers’ found under the “List of I-9 Completers” link on [www.ipfw.edu/hr](http://www.ipfw.edu/hr).

Kirk Tolliver  
Human Resources Information Manager