

MEDICAL COLLEGE OF WISCONSIN AFFILIATED HOSPITALS

DATE: May 2023

TO: Incoming Housestaff

FROM: Lori J. Wasedalek
Program Manager I

RE: Employment Eligibility Certification

The US Department of justice requires all new employees to complete an I-9 Employment Eligibility Certification Form. The purpose of this form is to document that each new employee (both citizen and non-citizen) is authorized to work in the United States. The I-9 form requires employees to present documentation establishing identity and employment eligibility on or before their start date.

You must download the I-9 form from this [link](#). Please read the instructions and complete **ONLY Section 1** of the I-9 form. **Please be sure to sign and date the form and also check one of the boxes indicating your citizen status.** (International Medical Graduates: If you are waiting for a visa, please leave the expiration date blank. I will fill it in once you receive your visa.) Please return the I-9 to us in the envelope provided to you.

Also in the I-9 PDF is a list of acceptable documents (page 3). **All new employees must present the required ORIGINAL document(s) to the MCWAH office on or before their employment date. DO NOT MAIL US YOUR ORIGINALS – OR COPIES – OF YOUR DOCUMENT(S)! Housestaff cannot be employed and may not begin their program until the certification is complete.** The most common documents used are either a passport (with work authorization such as an I-94 card), or a US driver's license AND social security card OR birth certificate.

We encourage you to come into our office to present your I-9 documents prior to July 1st if you are able to do so. We will be setting up days/times with some of the larger programs, so you may want to check with your Program Coordinator prior to coming.

The MCWAH Office is located at Curative Care Network, 1000 N. 92nd Street, on the 1st floor. Click [here](#) for directions on how to get to our office. Please note that if you are here for less than ½ hour, you do not have to pay for parking.

If you have any questions, please feel free to contact me by either phone (414-955-4578) or by email (lorijw@mcw.edu).

Thank you.