As a result of changes in the way I-9 (Employment Eligibility Verification Form) information is collected at the University of Pittsburgh, new Federal Work Study hires must complete the process below.

**Students should follow the completion instructions below to begin the form online.**

To complete section 1 of the Form I-9 online:

2. Enter the Employer Code for the University of Pittsburgh: **14726**
3. Enter the text in the picture to authenticate. For a new picture, click ‘New Picture.’
4. Complete the I-9 form.
5. Electronically sign the I-9:
   - Review the information.
   - Click the checkbox to agree to the perjury statement.
   - Click Continue to complete your electronic signature.
6. Print the “Thank You” page to remind you to bring your documents to work on your first day of employment.
7. Close your browser to clear your activity from the browser’s memory

To complete section 2 of the Form I-9:

**Bring the identification documents listed in the I-9 confirmation section** of the online I-9 form so that section 2 of the Form I-9 may be completed by an authorized University representative. You may go to Human Resources (Craig Hall) or Panther Central (Towers Lobby) to complete section 2.

**WARNING:** You must complete Section 1 of the Form I-9 by no later than your first day of employment, and you must present the documentation required for the University’s completion of section 2 of the Form I-9 by no later than three business days after the date your employment begins. If you fail to meet these deadlines, you will be suspended without pay. If you do not satisfy the Form I-9 requirements promptly after you have been suspended, your employment/offer of employment will be subject to termination.

Office of Admissions and Financial Aid  
Work Study Program  
4227 Fifth Avenue, Alumni Hall  
Pittsburgh, PA 15260-6601  
412-624-7147 or 412-624-4119  
wrkstdy@pitt.edu