The University partners the company, HireRight through its website to verify employment eligibility and E-Verify all student employment.

International students that begin employment with the university will receive an email from HireRight to complete section 1 of the I-9 Employment Eligibility Verification Form.

**HIRERIGHT**

- International students will select 4. An alien authorized to work and provide alien registration or USCIS number, or Form I-94 Admission number, or Foreign Passport number.
- F-1 Student workers will need their foreign passport, I-94, and Form I-20 to complete the form.
- J-1 Student workers will need their foreign passport, I-94, and Form DS-2019 to complete the form.
- If an international student does not have their Social Security number, they may enter 000-00-0000. When they receive their number, they will need to visit their department administrator to update the form and run E-Verify.

**CUSTOMER SUPPORT**

International student employees may reach out to HireRight for support on Sunday from 6 PM until Friday at 9 PM EST. The phone number is 866-521-6995. Alternatively, they may also contact Human Resources (HR) at 512-245-2557.

Students may receive a Tentative Non Confirmation which will require students to call SSA or DHS and make a correction. Students may contact HR for support as well for these cases.