



SIMS STUDENT EMPLOYMENT VERIFICATION

Student Employment Verification is the process by which students provide documentation to verify they can legally work in the United States. In addition to completing an application, students **MUST** complete Student Employment Verification before they are cleared to work at their designated internship for the current term.

Students can employment verification in **two** different ways:

IN PERSON STUDENT EMPLOYMENT VERIFICATION

[131 Livingston Street Room 307](#)

[Brooklyn NY 11201](#)

See Schedule Below

VIRTUAL STUDENT EMPLOYMENT VERIFICATION

This is a Scheduled a 15 minute time slot to verify
your students via Google Met*
(max of 10 students per 15 minutes slot)

MUST be scheduled by the Work Based Learning Coordinator, and must be held at school with the Coordinator present. Scheduled sessions MUST use the Coordinator's email address. Appointments scheduled with the Student's email will be cancelled.

FORMS

Students will be filling out page 1 & 2 of the I-9 Verification form during the process. These forms, as well as a list with pictures of acceptable documents, can be found on the USCIS website at: <https://www.uscis.gov/i-9-central/acceptable-documents/list-documents/form-i-9-acceptable-documents>

PROCESS

IN PERSON – Students do **NOT** need to fill out any forms before coming to our office. Students **DO** need to bring all the documentation required for student employment verification. Students **DO** need to know their SSN.

VIRTUAL SESSIONS – Students should fill out the first page of the i9 form, which they will receive from their coordinator **BEFORE** the virtual student employment verification session. Students who do not have **ALL** documents will not be able to complete their Virtual Student Employment Verification and will have to reschedule again.



SIMS STUDENT EMPLOYMENT VERIFICATION CHECKLIST

In order for you to begin working in your student internship you must complete Student Employment Verification. Utilize this checklist to make sure you have all the information required for your Student Employment Verification. You need to provide proof of ID, work authorization **AND** your working papers. ALL DOCUMENTS MUST BE **CURRENT AND ORIGINAL NO COPIES.**

STUDENTS NEED TO KNOW THEIR SOCIAL SECURITY NUMBER TO COMPLETE THE PAPERWORK

CHECK THE DOCUMENTS YOU ARE BRINGING WITH YOU:

Documents for PHOTO IDENTIFICATION (MUST Bring One)

- U.S. Passport or U.S. Passport Card
- Permanent Resident Card or Alien Registration Receipt Card
- Employment Authorization Document Card
- School ID Card
- NYS Driver's License/Learner's Permit/Identification Card

Documents for WORK AUTHORIZATION (Must Bring One)

- U.S. Passport or U.S. Passport Card
- Permanent Resident Card or Alien Registration Receipt Card
- Employment Authorization Document Card
- Original U.S. Birth Certificate
- Social Security Card

WORKING PAPERS (Must Bring One)

- Blue Card- 14-15 year olds
- Green Card 16-17 year olds

FOR IN PERSON STUDENT EMPLOYMENT VERIFICATION, bring the documents checked off above with you and go to this location:

Department of Education
Work Based Learning Resource Center
131 Livingston Street, Room 208
Brooklyn, NY 11201

REMINDER: ALL DOCUMENTS MUST BE CURRENT AND ORIGINAL NO COPIES.



Student Employment Verification In-Person Dates

Thursday, September 27, 2018 from 2:30 pm - 5:00 pm

Tuesday, November 13, 2018 from 2:30 pm - 5:30 pm

Tuesday, December 18, 2018 form 2:30 pm - 5:30 pm

Tuesday, January 15, 2019 from 2:30 pm - 5:30 pm

Tuesday, March 19, 2019 from 2:30 pm - 5:30 pm

Tuesday, April 16, 2019 from 2:30 pm - 5:30 pm

**Students need ID to enter the building
and must sign in by 5:15 pm**

Address:

131 Livingston Street
Brooklyn, NY 11201
Room 208