Electronic I-9 Process

This is a two-step process: Section 1, completed by the employee; Section 2 completed by the employer. Both steps need to be completed on or prior to the employee’s first day.

Section 1: Open this hyperlink or copy and paste:

1. Review instructions on how to complete section 1 of the I-9.
2. Click on Proceed

Welcome to University of Wisconsin, Oshkosh!

We are excited to have you join us! As you prepare to start your new job with the University of Wisconsin, Oshkosh, the Human Resources team would like to support your onboarding process by providing instructions for completing your Form I-9.

The Form I-9, Employment Eligibility Verification (I-9) is required by federal immigration law. You must present the appropriate documentation verifying your identity and eligibility to work in the U.S. and complete Section 1 of the Form I-9 no later than your first day of employment.

Step 1: Prior to first day with University of Wisconsin, Oshkosh

Step 1 should be completed in advance of your first day of employment.
Click here for full instructions on completing the Form I-9

• Complete Section 1 of an Electronic Form I-9 by clicking the proceed button below.

Step 2: First day with University of Wisconsin, Oshkosh

You will complete Section 2 of the Electronic I-9 with Human Resources. You are required to bring with you an original document from either List A OR an original document from both List B AND List C.

3. Enter Last & First Name
4. Click OK
5. Complete all fields for section 1

SECTION 2: will need to be completed by your supervisor, Human Resources or an Authorized Representative of UWO (including any non-student UWO employee).

1. The Section 2 verifier will need to review your original identification documents and complete the section on or prior to your first day. For a list of acceptable documents to bring, please visit this site.

2. HR completion of section 2: You can bring your original verification documents to the HR Office Monday-Friday, 7:45 a.m.-4:30 p.m., Dempsey Hall Room 328 and someone will be able to complete section 2.

3. Authorized representative or supervisor completion of section 2: In order to have Section 2 sent to an authorized representative outside of HR (supervisor, other UWO employee), HR needs to be contacted so that the invitation can be sent to the third party. Please contact Marge Cosmutto at 920-424-1037 or cosmuttom@uwosh.edu with the authorized representatives first name, last name, and email address. From there, section 2 will be sent to that person as soon as possible.
   a. The authorized representative should complete section 2, and also ensure that the date of hire is accurate
   b. Please use 800 Algoma Blvd., Oshkosh, WI 54902 for the employer address