Electronic I-9 Process

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 everything for section 1**

6. You will need to have a third party that is 18 years of age or older to fill **Section 2 of the I-9 to verify the new hires identification information**. Because of COVID-19, you can use a blood relative as long as they are 18 years old or older.

7. **Call Marge Cosmutto at 920-424-1037 or email her at cosmuttom@uwosh.edu with the 3rd parties, Last Name, First Name and their email address and Marge will send the 3rd party an invitation to fill out Section 2 of the I-9 form.**

8. Third party should complete section 2, make sure the hiring date is the actual date of hire, please use 800 Algoma Blvd., Oshkosh, WI 54902 for the address

9. You can bring your verification documents to the HR office Monday-Thursday, 9:00 a.m.-3:00 p.m., Room 328 and someone there will complete section 2.