Dear NAME,

Congratulations on your decision to join the University of Alabama! As part of the onboarding process, we must verify the identity and employment authorization of all employees. Form I-9 is the required form the U.S. government provides for this purpose.

**Step One:**

Complete Section 1 of the form by accessing the following link:


**Step Two:**

As a remotely located employee, you must:

1. Schedule a virtual pre-employment appointment with the HR Service Center.


3. Upload documents that establish your identity and employment authorization prior to your appointment.

4. Attend your virtual pre-employment appointment where you will present your original documents on camera to the HR representative.

Click here for a list of acceptable documents.

Please contact the HR Service Center at 205-348-7732 or hr@ua.edu if you have any questions.