



## Academic Programs Office

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Hole, MA 02543 Office: 508 289-2200

education@whoi.edu <http://www.whoi.edu/education/>

April 15, 2020

Federal Law requires WHOI to verify the employment eligibility of all graduate students, including U.S. citizens, who will be paid a stipend that represents compensation for services before services are rendered. This includes graduate students holding a research or teaching assistant appointment. You will need to complete and submit your Form I-9 through our process outlined below if you are going to be paid a stipend by WHOI in 2020.

WHOI utilizes E-Verify, which is an Internet-based system that compares information from your Form I-9, Employment Eligibility Verification, to U.S. Department of Homeland Security (DHS) and Social Security Administration (SSA) to confirm that you are authorized to work in the United States. This is a requirement.

For students who will be paid by WHOI during Fall 2020, the Form I-9 with acceptable and original documentation must be brought in person and your signature must be witnessed on-site at the WHOI Human Resources Department no later than **September 11, 2020**.

For students who will be paid only by MIT in 2020, the Form I-9 with acceptable and original documentation must be brought in person before the end of fall semester to the WHOI Human Resources Department in order for you to be paid by WHOI in 2020.

**Step 1.** Review the [Form I-9](#) as soon as possible so that you can ask questions ahead of time. Send questions to the Human Resources Coordinator, Paige Santos at [paigesantos@whoi.edu](mailto:paigesantos@whoi.edu).

**Step 2.** Email Paige Santos at [paigesantos@whoi.edu](mailto:paigesantos@whoi.edu) to schedule an in-person appointment at the Human Resources Department, (Nobska House, 14 Maury Lane, Woods Hole, MA) to present original supporting documentation for verification. Do not sign or date the I-9 prior to meeting with Paige.

Not submitting a Form I-9 will negatively impact your ability to work or receive any stipends for which you might be eligible.

\* If the COVID-19 restrictions prevent an in-person examination of the I-9 form & documents, there is an alternative for a remote I-9 inspection. **This can only be used if in-person inspection is not able to occur due to COVID-19. This also requires that once COVID-19 restrictions are ended, the original documentation must be presented promptly and the original I-9 must be signed and dated.**

Alternative: Please email the I-9 form with section 1 signed and dated to Paige Santos at [paigesantos@whoi.edu](mailto:paigesantos@whoi.edu). You must also send a photocopy of your applicable I-9 document(s) (i.e. passport, etc.) to Paige as well. Please password protect all documents sent to Paige. Paige will then complete, sign, and date section 2. Once normal operations resume, all students who chose this option of remote inspection, must report to WHOI within **three business days of our communication to you** for in-person examination of I-9 documents (i.e. passport, etc.).

If you will not be able to complete Form I-9 in person by the above deadlines, please contact your Graduate Administrator, Lea Fraser at [lfraser@whoi.edu](mailto:lfraser@whoi.edu) and Paige Santos ([paigesantos@whoi.edu](mailto:paigesantos@whoi.edu)) immediately.

Thank you,

Lea Fraser  
Graduate Admissions and Student Affairs Officer  
Academic Programs Office, Clark 223  
P: 508-289-2225  
[lfraser@whoi.edu](mailto:lfraser@whoi.edu)