



April 15, 2021

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 2021.

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 2021, the Form I-9 with acceptable and original documentation must be completed and presented to WHOI Human Resources no later than **September 10, 2021**.

For students who will be paid by MIT only in 2021, the Form I-9 with acceptable and original documentation must be completed and presented to WHOI Human Resources by the end of fall semester in order for you to be paid by WHOI in 2021.

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.

Step 2. Email Paige Santos at paigesantos@whoi.edu to find out how to submit your Form I-9 and acceptable documentation. Depending on the COVID-19 situation and changing USCIS requirements, you may be asked to submit documentation remotely *or* in person. Paige will advise you of which submission option applies to you, and when appropriate, you should arrange a time to meet with Paige to complete this transaction.

NOTE: If you have not yet arrived in the United States, you do not need to present the Form I-9 and acceptable documentation until you are in the country. If you are starting your semester abroad, please let Paige and Lea know.

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

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

Thank you,

Lea Fraser
Graduate Admissions and Student Affairs Officer
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