

ADMINISTRATIVE SUPPORT TEAM
UNIVERSITY of WASHINGTON
College of Arts & Sciences

UW

Winter Quarter 2025

I-9 VERIFICATION DROP-IN SCHEDULE

JANUARY

MON	TUE	WED	THU	FRI
6	7	8	9	10
9:30 – 12:00 pm	9:30 – 12:00 pm	9:30 – 12:00 pm	9:30 – 12:00 pm	9:30 – 12:00 pm
1:00 – 3:00 pm	1:00 – 3:00 pm	1:00 – 3:00 pm	1:00 – 3:00 pm	1:00 – 3:00 pm



To find our offices (CMU B042), head to the Communications building's [southwest entrance](#) closest to the N22 lot. Head down the stairs to the Basement Level and follow the signage to locate B042.

Alternatively, an elevator is outside of the southwest entrance. Go down to "Floor B", and B042 is directly across the elevator.

Greetings Huskies!

All new hires are required to complete their Form I-9 as a part of the onboarding process for UW employment. Federal law requires that a Form I-9 must be completed and original document(s) be presented in-person to establish identity and employment authorization.

I-9 Coordinators will be available during the listed time blocks to verify Form I-9 documents. If you can't attend drop-in hours, schedule an appointment with us here: calendly.com/casast/i9-appt



Don't forget to bring your **original, unexpired documents!**