I-9 Employment Eligibility Verification Form

Step by Step Instructions for Program Coordinators

International Medical Graduates (IMG) entering GME program on a Visa (J-1, H1b, etc.):

**DO NOT COMPLETE I-9** – Residents must meet with Nancy McKay in GME office to go over all required forms.

**Steps to be completed before Resident arrival:**

Program Coordinators must complete the training described below in order to be able to process I-9 Employment Eligibility Verification Forms and Affirmation of Legal Work Status Forms for incoming Residents.

**I-9 Processing Training:** PC must take the on-line training module in Skillsoft, available through the CU Portal. This on-line training module requires UCD Authentication/UCD Domain Access. If you do not have this authentication, click here to self-register as a GME Sponsored User. Once you have self-registered, or if you already have the required authentication, follow the steps below to complete the module.

1. Log into Portal
2. Click Training
3. Click Start Skillsoft
4. Click Catalog
5. Click University of Colorado - Denver/Anschutz Medical Campus
6. Click Human Resources
7. Click on CU: Form I-9
8. Complete course and quiz

**NOTE:** I-9 Online Training does not expire and will remain valid for upcoming academic years, so if you have already taken this training you do not need to do it again.

**Steps to be completed upon Resident arrival:**

The I-9 process is changing this year. All I-9’s must be completed within HireRight after the resident’s arrival.

As soon as the new step-by-step for completion with your resident is available, this document will be updated. Look for an update on the GME Onboarding Website in mid-April to early May.

**NOTE:** The new I-9 training and instructions are not available in the CU Portal yet, but will be available by the time your residents arrive.