M.R.C. Greenwood, Ph.D.
President
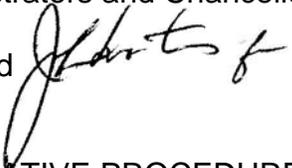
May 19, 2010

ADMINISTRATIVE PROCEDURE MEMORANDUM NO. 10-06

TO: University Administrators and Chancellors

FROM: M.R.C. Greenwood
               President

SUBJECT: NEW ADMINISTRATIVE PROCEDURE A9.685 E-VERIFY PROGRAM

      Transmitted herewith is the new Administrative Procedure A9.685 E-Verify Program. The purpose of this procedure is to provide guidelines to verify an employee's eligibility to work in the United States using the U.S. Citizenship and Immigration Services (USCIS) E-Verify system, in accordance with the Illegal Immigration Reform and Immigrant Responsibility Act of 1996. E-Verify is an internet-based system operated by the USCIS in partnership with the Social Security Administration (SSA). The electronic system helps employers verify the identity and employment eligibility of employees by comparing information entered on the Employment Eligibility Verification, Form I-9, with records contained in the SSA and the Department of Homeland Security databases. The campuses/schools/programs may participate in E-Verify as a requirement of a federal contract and/or to automatically extend an Optional Practical Training (OPT) appointment in the Science, Technology, Engineering and Mathematics field. OPT is temporary employment that is directly related to an F-1 foreign student's major area of study.

      Please call the Office of Human Resources at 956-8643 should you have any questions on this procedure.

Attachment