Documents Required for LSU Student Employment

Employees must provide one document from List A or one document from List B and one from List C proving eligibility to work and identify.

One of the following

A. Documents that show identity and work eligibility (dual purpose documents) include:

1. U.S. Passport or U.S. Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551).
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa.
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:
   a) The same name as the passport; and
   b) An endorsement of the alien’s nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI.

OR

B. Documents that Establish Identity:

1. Driver’s license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address.
2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address.
3. School ID card with a photograph.
4. Voter’s registration card.
5. U.S. Military card or draft record.
6. Military dependent’s ID card.
7. U.S. Coast Guard Merchant Mariner Card.
9. Driver’s License issued by a Canadian government authority.

For persons under age 18 who are unable to present a document listed above:

1. School record or report card.
2. Clinic, doctor or hospital record.
3. Day-care or nursery school record.

PLUS

C. Documents that Establish Employment Eligibility:

1. A Social Security Account Number card, unless the card includes one of the following restrictions:
   a) NOT VALID FOR EMPLOYMENT
   b) VALID FOR WORK ONLY WITH INS AUTHORIZATION
   c) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350).
3. Certification of Report of Birth issued by the Department of State (Form DS-1350).
4. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal.
6. U.S. Citizen ID Card (Form I-197)
7. Identification Card for Use of Resident Citizen in the United States (Form I-179).