Dear Leia Organa:

Welcome to the University of California! We're glad to have you join our community and be a part of this vibrant institution that contributes so much, every day, to people throughout California and around the world. As you begin your job, you'll need to complete the usual paperwork, including the Form I-9, Employment Eligibility Verification form.

Federal regulations require that all employees (both citizens and non-citizens) complete Section 1 of the form no later than their first day of work, and your employer (i.e., The UC location you will be working in), will need to complete Section 2 of the form no later than the third day after your first day of work. Your first day of work is expected to be: 7/20/2020

UC Location: UC Santa Barbara

To ensure that your Form I-9 is completed by the deadline, please follow the steps below:

1. **Complete Section 1**

   Please review the Form I-9 instructions and complete Section 1 of the form using the following secure link:

   Form I-9 for Leia Organa

   IMPORTANT NOTE: You will not be able to return to this form once you have electronically signed and submitted it.

2. **Review the List of Acceptable Documents**

   The next step is to present evidence of your identity and U.S. employment authorization to an Employer Representative. You can choose which documentation to present from the List of Acceptable Documents (available here). Please note that all documentation must be unexpired and original.

3. **Meet with an Employer Representative to Complete Section 2**

   Your employer will work with you to identify an Employer Representative to complete Section 2 of the Form I-9. Once the Employer Representative's contact information is available, you will receive a separate email with directions to begin your Section 2 process.

   You will receive a confirmation once your Form I-9, Employment Eligibility Verification is complete.

   Thank you, and we hope you enjoy working at UC!

   University of California

   ***DO NOT REPLY TO THIS EMAIL***

   *If you are experiencing technical issues completing your electronic Form I-9 in advance, notify your employer for assistance.*