

**EMPLOYMENT ELIGIBILITY VERIFICATION (I-9) FORM AND/OR CRIMINAL BACKGROUND  
CONSENT FORM COVER SHEET  
MICHIGAN STATE UNIVERSITY**

**Instructions:** Employment Eligibility Verification (I-9) forms will not be accepted as electronic documents and must be sent as hard copy documents.

Criminal Background Check Authorization and Consent forms need to be included as part of the hiring packet for any new employee to the University. Support Staff rehires must also submit a new criminal background consent form. These forms can be attached to the electronic hire/rehire form in SAP or sent to Human Resources as a hard copy document.

Please complete the appropriate fields below, attach this cover sheet form(s) and mail/deliver it to: Human Resources, 110 Nisbet Building, Michigan State University, East Lansing, MI 48823.

**Date:** \_\_\_\_\_

**To:** MSU Human Resources

**From:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Subject:** Hiring Forms Attached

**1. An I-9 form and/or background consent form is attached for the following type of employee (select one by marking an "X"):**

**FACULTY/ACADEMIC STAFF**

**SUPPORT STAFF**

**STUDENT**

\_\_\_ Fixed Term

\_\_\_ Temporary

\_\_\_ Student

\_\_\_ On-Call

\_\_\_ Regular

\_\_\_ Graduate Assistant

\_\_\_ Tenure/Continuing System

\_\_\_ On-Call

\_\_\_ Undergraduate Assistant/  
Professorial Assistant

**2. The employee's name is:**

\_\_\_\_\_

**3. This I-9 and/or background consent form is being sent as a hard copy attachment for the following electronic form (select one by marking an "X"):**

\_\_\_ Hire/Appointment

\_\_\_ Rehire/Reappointment

\_\_\_ Change of Status

\_\_\_ Additional Assignment

**4. The form reference ID# is:** \_\_\_\_\_