Greetings,

Congratulations, we are pleased to welcome you to join New Mexico State University.

This offer of employment is contingent upon verification of identity and employment eligibility on the Form I-9, as required by the Immigration Reform and Control Act of 1986 and the results of a criminal history check.

Upon acceptance, one of the first steps of your employment is to complete Section 1 of the electronic Form I-9. Please visit the [Electronic I-9 Completion Website](https://hrx.talx.com/ec/#/login/21536/Template/e8ce8b92-2493-4d77-b26d-6eec3e936e07) and complete Section 1 of the electronic form no later than the first day of employment. You will need the following information:

Location: **[Enter the Specific Location for your Department]**

Start Date: **[The first day the employee begins work for pay]**

On [**date specified or on/before the first day of work for pay**], you must report to **[enter name and location address]** with your original [**acceptable documents**](https://www.uscis.gov/i-9-central/acceptable-documents/list-documents/form-i-9-acceptable-documents#Acceptable%20Documents%20for%20I-9) to be used for the verification and completion of Section 2. In compliance with E-Verify, one of your documents must include a photo.

Thank you,

Department Signature