



Receive an Assistantship? Working On Campus?

Make sure you complete the required I-9 Process prior to your start date!

Once you are hired, you will receive an email to your ECU email from HireRight to complete Section 1 of the I-9 Form. **(Please check your junk/spam mail too!).** You will need to complete Section 2 of the I-9 form by presenting your actual documents to the Human Resources office or by using the approved remote procedure.

Please review the [list of acceptable documents](#). To complete Section 2, you will need one document from List A or one document each from Lists B & C

You cannot receive a paycheck if your I9 process is not completed (2 parts)

If you wish to do part 2 in person in Greenville, the Human Resources office is located at 210 E 1st Street (building 127 on the corner of 1st and Reade Street.)

To schedule an appointment, please click [here](#).



If you would like to complete Part 2 of the I9 process in a geographical area other than Greenville, please email hireapirate@ecu.edu with the email address and name of the notary so the documentation can be emailed to the notary.