

## ***IMMIGRATION COMPLIANCE POLICY***

In accordance with the *Immigration Reform and Control Act of 1986*, Concordia Theological Seminary employs only those individuals who are authorized to work in the United States. All individuals who are offered employment are required to submit documentary proof of their identity and employment authorization within three days of actual employment (as distinguished from the “hire” date).

Individuals to whom an offer has been made will be required to complete, and sign under oath, U.S. Citizenship and Immigration Services Form I-9. This form requires that employees attest that they are authorized to work in the job for which they have been hired and that the documents submitted to establish this right are genuine.

In addition to requiring all off-campus applicants hired for employment to comply with this law, it will also apply to on-campus applicants who are offered and accept employment in which there is a status change, i.e., temporary part-time to permanent part-time or to permanent full-time. Employees authorized to work in the U.S. for a limited period of time must maintain their legal status and will be required to update their I-9 form with appropriate documentation before the expiration of the authorized employment period. The execution and maintenance of the I-9 form are the responsibility of the contracting officers. Regardless of one’s visa status, Concordia Theological Seminary is an AA/EEO employer and does not discriminate upon the basis of citizenship.

This policy applies to all students, staff and faculty employed by Concordia Theological Seminary, Fort Wayne.

Name \_\_\_\_\_ Date \_\_\_\_\_