

## Re-verification e-mails

### 90 Day E-mail

Dear

We are writing to advise you that our records indicate your current work authorization, allowing you to work in the United States, will be expiring in approximately 90) days; requiring you to re-verify your I-9 form. We ask that you take the necessary steps required to extend your visa status if your appointment is continuing beyond your current work authorization end date.

We ask that you do this in a timely way to ensure you will have the appropriate work authorization to complete your I-9 re-verification which must be completed on or before the end of your current work authorization end date.

We will continue to notify you and your department of the upcoming work authorization end date. We hope this will ensure you present the appropriate documentation timely.

If you have questions about this matter, please contact your department's human resources staff.

Thank you for your attention to this important matter.

Sincerely,

Human Resources

***Department Contact: If this employee's appointment is ending please process the termination form as soon as possible, otherwise, you and your employee will continue to receive these e-mails.***

### 60, 30 Day E-mail

Dear

We are writing to advise you that our records indicate your current work authorization allowing you to work in the United States will be expiring in approximately (60, 30,)days. **If** your MIT appointment is continuing beyond your current work authorization date you must present unexpired documentation prior to the expiration of your current work authorization. You must present your documentation to the HR Service Team in W20.

**If you do not provide timely evidence of work authorization (prior to the expiration date of work authorization), unfortunately, your employment will be terminated.**

We will continue to notify you and your department of the upcoming expiring work authorization. We hope this will ensure you present your documentation timely and there is no interruption to your employment at MIT.

If you have questions about this matter, please contact your department human resources contact.

Thank you for your attention to this important matter

Sincerely,

Human Resources

***Department Contact: If this employee's appointment is ending please process the termination form as soon as possible, otherwise, you and your employee will continue to receive these e-mails.***

15 Day notification

Dear

As you know we have been advising you that based on our records your current work authorization allowing you to work in the United States will be expiring shortly. As of today, your current work authorization will expire in 15 days.

If your MIT appointment is continuing beyond your current work authorization date you must present unexpired documentation prior to the expiration of your current work authorization. You must present your documentation to the I-9 Service Team in W20.

Due to the need to ensure your work authorization documents are presented in a timely manner, we are asking your department to notify your supervisor of the expiration of your work authorization and that you are required to present unexpired documentation to the I-9 Service Team in W20.

**This e-mail also serves as notification to you that if you do not provide timely evidence of work authorization (prior to the expiration date of your work authorization) your employment will be terminated.**

*(If your appointment is ending and you are leaving MIT, please disregard this notice)*

If you have questions about this matter, please contact your department human resources contact or if you have a visa sponsored by MIT and have a problem, please contact the International Scholars Office.

Thank you for your attention to this important matter.

Sincerely,

Human Resources

***Department Contact: If this employee's appointment is ending please process the termination form as soon as possible, otherwise, you and your employee will continue to receive these e-mails.***

7 3, Day Re-verification Notice

Dear

This e-mail is the final notification that our records indicate your current work authorization allowing you to work in the United States expires in (7, 3) days. If your MIT appointment is continuing beyond your current authorization date you are required to present unexpired documentation in the next (7, 3) days. You must go to W20 and present your unexpired documentation to the I-9 Service Team.

**Failure to take the above action prior to or on the expiration date of your work authorization will result in termination of your employment.**

*(If your appointment is ending and you are leaving MIT, please disregard this notice)*

If you have questions about this matter, please contact your department human resources contact, the International Scholars Office if you have a visa sponsored by MIT and are having problems with your documents or your Human Resources Officer.

Thank you for your attention to this important matter.

Sincerely,

***Department Contact: Please ensure that the above employee presents their unexpired work authorization documents in W20. If this employee's appointment is ending please process the termination as soon as possible.***