FIRST DAY –

- **Need to complete I-9 employment form**
  Wendy will email you the I-9 form to complete and the instructions on how to return them – wjsierra@stanford.edu

**REQUIRED DOCUMENTS**

US citizens - you will need drivers license AND your social security card **OR** just your passport

Non-US citizens

- **On J-1 Visa** – email your: DS2019, Passport & printout of your I-94,
  You will need to confirm your arrival at the link

- **F-1 OPT** – email your EAD card (if on OPT status). You will also need to confirm your arrival with the international center and update your address in Axess

- **Permanent Residents** – email your green card

**STANFORD ID CARD**
Instructions during COVID
[https://uit.stanford.edu/service/campuscard/cardoffice](https://uit.stanford.edu/service/campuscard/cardoffice)

**BUILDING ACCESS:**
[DL-SecurityServicesAccessOffice@stanfordhealthcare.org](mailto:DL-SecurityServicesAccessOffice@stanfordhealthcare.org)

You will need to bring signed form (see below) and a government issued ID to the security office which is in the basement of the old hospital B006.
If you will be required to be in
- Alway Bldg
- Lane Bldg
- Grant Bldg
- Beckman Bldg
- Porter Dr (Snyder Lab)

Wendy can provide you with a signed form to take to the hospital security office to obtain a building access card just let her know what buildings. If you will be working in another location please talk to a lab member or your PI to find out who can give you building access and keys.
IMPORTANT REMINDERS

Direct Deposit: Double check you have entered in your banking information in axess.stanford.edu so your pay check can be direct deposited.