

# IMMIGRATION LAW COMPLIANCE

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Dunwoody is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility within 3 days of their date of hire. Former employees who are rehired must also complete the form if their previous I-9 is no longer retained or valid. Employees with questions or seeking more information on immigration law issues are encouraged to contact Human Resources. Employees may raise questions or complaints about immigration law compliance without fear of retaliation.

An employer is required to retain the Form I-9 for former employees for a period of three years beyond the hire date or one year beyond the termination date, whichever is later. The I-9 Forms for former employees and for each current employee must be on file with the employer and available for inspection by an authorized governmental official.

Dunwoody College of Technology participates in E-Verify. Through participation in the E-Verify program, Dunwoody electronically verifies the employment eligibility and Social Security Number of all new hires.