

BWH Residents & Fellows - I-9 Processing

We ask that Program Coordinators notify trainees to look out for emails from HireRight Customer Support and their respective HR team mailbox in the coming months . No action is needed until the trainee is contacted by Human Resources (HR).

BWH based Residents & Clinical Fellows – [bw

prostaff@partners.org](mailto:bw<hr>prostaff@partners.org)

MGH based Residents & Clinical Fellows – PHSprostaffcomp@partners.org

Completing the I-9 is a two-step process:

Step 1:

Once a trainee is entered into the PeopleSoft system, the trainee will receive an email from HireRight Customer Support to complete online Section 1 of Form I-9. Section 1 must be completed **on or before the hire date**, so the trainee should complete and submit the form as soon as possible upon receipt.

Step 2:

Beginning in early May , HR will email new hires with additional I-9 process instructions. The email will include:

- A reminder to complete Section 1 of Form I-9 online on or before their hire date.
- A link to sign up for an **in-person** appointment with HR. The appointment must take place **no later than 3 days after their hire date**.
 - During the appointment, all new hires will be asked to present original, unexpired **I-9 Acceptable Documents in-person** to establish identity and work authorization.
 - **For J-1 visa holders**, the **USCIS Exchange Visitor** site states what documents you should plan to provide.
 - HR cannot accept copies, scans, or expired documents.

Questions about the I-9 process can be sent to the respective HR mailboxes:

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