

Office of the Provost  
Hampton University  
Hampton, Virginia 23668

Citizenship Verification

Instructions for the Unit Head/Principal Investigator: This form must be completed for individuals who are not U.S. Citizens including those who possess a Permanent Resident Card. After the chair or dean obtains all signatures, the prospective employee may schedule an appointment with the Program Officer in the Office of Human Resources and bring with them the completed Citizenship Verification Form, original immigration paperwork (do not submit copies) and, if applicable, their I-94 form.

Name \_\_\_\_\_ Social Security Number (last four digits) \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

School \_\_\_\_\_ Department \_\_\_\_\_

Rank and/or title \_\_\_\_\_

Will the individual be paid using grant funds? \_\_\_\_\_ yes \_\_\_\_\_ no. If yes, provide grant name and number \_\_\_\_\_ Proposed Salary \_\_\_\_\_

Chairperson's Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_

Contracts Officer (in the Office of the Provost) \_\_\_\_\_ Date \_\_\_\_\_

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THIS SECTION TO BE COMPLETED BY THE OFFICE OF HUMAN RESOURCES

Please respond below and return to the Unit Head/Principal Investigator for inclusion in the prospective employee's hiring packet.

Indicate type of VISA and expiration date \_\_\_\_\_

or

Indicate Permanent Resident Card expiration date \_\_\_\_\_

- \_\_\_\_\_ 1. Yes, you may proceed with the hiring process.  
\_\_\_\_\_ 2. No, you may not proceed with the hiring process.  
\_\_\_\_\_ 3. You may proceed with the hiring process; however, note the following:

\_\_\_\_\_

Other Comments: \_\_\_\_\_

Signature of Program Officer \_\_\_\_\_ Date \_\_\_\_\_