



AGENT AUTHORIZATION FORM

PART 1

APPLICATION - TO BE COMPLETED BY THE AGENT

I am applying to act as the agent for Wayne State University ("WSU") for the purpose of examining and accurately recording the information on the original documentation and any other information, required to complete Section 2 of the Employment Eligibility Verification I-9 Form for _____ ("Employee"), who

Employee's Name

has accepted employment at WSU. By signing below, I certify that I have received the appropriate training to complete Employment Eligibility Verification I-9 Forms and/or that I process Employment Eligibility Verification Forms I-9 as a regular part of my job. **I further represent that I am one of the following:**

- a Human Resources professional at the employee's home institution;
- a staff member in an International Center office at the employee's home institution;
- an attorney
- a notary public. **IMPORTANT:** if notary, please place the notary seal at the bottom of the **AGENT AUTHORIZATION** form **and** attach a notary certificate to the documents being notarized.

Agent hereby accepts such appoint.

Applicant - Print Name: _____

Applicant - Signature: _____

Date: _____

IMPORTANT: If notary, please place your notary seal below and attach a notary certificate to the documents being notarized.

PART 2

AGENCY AGREEMENT - TO BE COMPLETED BY WSU REPRESENTATIVE

Wayne State University ("WSU") by _____, its _____
Name of WSU Representative **Title**

hereby appoints _____ ("Agent"), and Agent hereby accepts such appointment
Name of Agent

to serve as WSU's agent solely for the purpose of examining and accurately recording the information on the original documentation and any other information, required to complete Section 2 of the Employment Eligibility Verification Form I-9 for Employee.

WAYNE STATE UNIVERSITY

AGENT

By: _____

Its: _____

Date: _____

Date: _____