

# **JOHNS HOPKINS UNIVERSITY I-9 AND E-VERIFY GUIDE**

**Revised May 2014**

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# INTRODUCTION

- This guide is designed to provide you with Johns Hopkins University procedures to process the Form I-9 and E-verification. While Equifax I-9 Management (formerly TALX I-9 Management ) will be used to process the Form I-9 and E-verification electronically, there are many Johns Hopkins procedures that are integrated.
- Designated I-9 users, department administrators, hiring managers, and payroll clerks may see ways that this document can be enhanced. We extend the invitation to you to share your comments with Jessica McMurtrie at [jmcmurt1@jhu.edu](mailto:jmcmurt1@jhu.edu).
- **\*\* All links in this document can be accessed by clicking on the link in the full screen mode OR by right clicking on the link and choosing “open hyperlink”**

# BACKGROUND –FEDERAL LAWS AND REGULATIONS

- To comply with the Immigration Reform and Control Act of 1986, Immigration Act of 1990, and the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, employers must verify the identity and employment authorization of each person hired. Employers are required to complete and retain a Form I-9 for each employee hired after November 6, 1986, and refrain from discriminating against individuals on the basis of national origin or citizenship.
- Effective September 8, 2009, federal contractors are required to use the U.S. Citizenship and Immigration Services' E-Verify system. This change is reflected in the Federal Acquisition Regulation (FAR) that implements executive order 12989, as amended by President George W. Bush on June 6, 2008, directing federal agencies to require that federal contractors agree to verify electronically the employment eligibility of their employees.

# BACKGROUND –FEDERAL LAWS AND REGULATIONS

- E-Verify is an internet-based employment verification system operated by the Department of Homeland Security (DHS) in conjunction with the Social Security Administration (SSA). The system allows employers to search and compare the information provided by an employee on the Form I-9 against records in DHS and SSA databases to confirm the employee is eligible to work in the United States.
- The University contracted with Equifax, a company, to manage an on-line process. Effective November 15, 2009, the University ceased using the paper Form I-9 and began processing both the Form I-9 and E-verification on-line. Equifax manages both the Form I-9 and E-Verify processes for the University.

# I-9 USER ACCESS TO I-9 EXPRESS

- Divisional Human Resources Directors have designated University staff as I-9 users who will complete the Form I-9 on behalf of the University.
- *I-9 Users*
- *As the University's designated agent for E-Verify, Equifax provides a seamless integration with E-Verify to maintain compliance with federal requirements and minimize liability.*
- The Equifax Form I-9 product, known as I-9 Management allows employees and employers to manage the entire Form I-9 process online.
- I-9 Management consists of two(2) websites:
  - Employees complete Section 1 of the Form I-9.
  - I-9 users complete Sections 2 *and* 3 of the Form I-9.

# I-9 USER ACCESS TO I-9 MANAGEMENT (CONTINUED)

- Authorized I-9 users have been identified to process Form I-9 for the University. Only those authorized I-9 users will have access to process Sections 2 *and* 3 of the Form I-9.
- Prior to having access to I-9 Management , designated I-9 users must complete the following:
  - Complete the Form I-9 and E-Verify Training through Fast Facts including the new Form I-9 FastFacts <http://training.jhu.edu/html/Main/default.asp>
  - Download and review the U.S. Citizenship and Immigration Services (USCIS) “Handbook for Employers” M-274 ([See Appendix](#))
  - Electronically sign the on line [Agreement](#)
  - Review Johns Hopkins University I-9 and E-Verify Guide

# REQUIREMENTS – INFORMING THE APPLICANT

- Notice must be provided to inform applicants, faculty, students and employees that Johns Hopkins University is an E-Verify employer. The University's employment web site, the student application for employment and the faculty offer/appointment letter must include the following language.

*“As an employer who participates in the federal E-Verify program, Johns Hopkins University will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each employee's Form I-9 to confirm work authorization. If the Government cannot confirm that you are authorized to work, the University is required to provide you written instructions and an opportunity to contact SSA and/or DHS, so that you can resolve any discrepancies directly with the federal agency.”*

- As a Federal contractor, JHU must post the English and Spanish notices provided by DHS indicating our participation in the E-Verify program, and the Right to Work Poster issued by the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC). Both notices must be clearly displayed at the hiring site(s) to inform prospective employees that the University participates in E-Verify. (*See Appendix*)

# NEW HIRES AND REHIRES

- All University new hires regardless of citizenship must complete a new Form I-9 and E-verification.
- All rehires with a break in service greater than 3 business days must complete a new Form I-9. If work authorization documentation has changed or expired, the employee must be E-verified.

# FEDERAL CONTRACTS

- Federal contracts awarded or amended after September 8, 2009, will include language requiring employers to E-Verify employees assigned to the contracts. To comply with the requirement, the University will be E-verifying all *new hires and rehires*. Current employees who were hired after November 6, 1986, who work under a federal contract, and who have not completed an I-9 that has been submitted to E-verify will be required to complete a new I-9 and have it submitted to E-verify.

# FORM I-9 AND E-VERIFICATION RULES

- Employee must complete Section 1 of the Form I-9, Employment Eligibility Verification form, on or before the time of hire, but no earlier than the date of the job offer and acceptance. “Hire” means when employment in exchange for wages or other remuneration begins (first day of work for pay).
- The SSN must be inserted in Section 1.
  - **NOTE:** DO NOT insert the University temporary I.D. number (988-xx-xxxx) in Section 1. Please refer to [SSN Applied For](#) section.
- The University designated I-9 user must review the employee’s documents and fully complete Section 2 of the Form I-9 within three (3) business days of the first day of work for pay.
  - **NOTE:** If you hire a person for fewer than three business days, Sections 1 and 2 of Form I-9 must be fully completed at the time of hire – in other words, by the first day employment for pay begins.
- The University designated I-9 user must physically examine each original **unexpired** document the employee presents to determine if it reasonably appears to be genuine and relates to the person presenting it. **The designated I-9 user and the employee must both be physically present during the examination of the employee’s documents.**

# FORM I-9 AND E-VERIFICATION RULES (CONTINUED)

- If the employee presents a document from List B to show identity, the document must bear a photograph.
- An I-9 user cannot:
  - specify which document(s) the employee presents for identity and employment authorization
  - request more documents than required
  - inappropriately refuse a document
- E-verification must be initiated within three (3) business days of the first day of work for pay.
- If the E-verification query is not initiated timely, the reason for the delay must be noted in the comments section.
- An employee must be notified of a Tentative Non-confirmation (TNC) and given the opportunity to contest the TNC.

# FORM I-9 AND E-VERIFICATION RULES (CONTINUED)

- Employees must be allowed to continue to work without penalty if the TNC is contested.
- The Divisional Human Resources Office **must be consulted** before any additional action is taken if the E-Verify determination is one of the following:
  - Tentative Non-Confirmation that is not contested by the employee
  - No-Show (employee indicated the TNC was contested, but the employee failed to contact SSA or DHS)
  - Final Non-Confirmation
- E-Verify cannot be used to pre-screen applicants for employment.
- E-Verify cannot be used to discriminate against a job applicant or employee on the basis of national origin, citizenship or immigration status.

# FORM I-9 AND E-VERIFICATION RULES (CONTINUED)

- E-Verify cannot be administered selectively. E-Verify procedures for all newly hired employees and current employees assigned to a federal contract must be followed.
- E-Verify cannot be used to inquire about the employment eligibility of an employee once the employee's employment authorization has been E-verified.

## ***IMPORTANT***

- You may not take any adverse action against an employee including: termination; denying, reducing, or extending work hours; delaying or preventing training; requiring an employee to work in poorer conditions; refusing to assign the employee to a Federal contract or other assignment; or otherwise subjecting an employee to any assumption that he or she is unauthorized to work during the E-Verify employment eligibility process.

# FORM I-9 – WHO COMPLETES THE FORM I-9?

- Form I-9 must be completed by **both** U.S. citizens and non-U.S. citizens
- Form I-9 must be completed by all University new hires.
- A new Form I-9 must be completed by all employees re-hired by the University who:
  - Have a break in service of more than 3 days, or
  - do not have a form I-9 on file with I-9 Management, or
  - originally completed a version of Form I-9 that has expired, or
  - are no longer eligible to work on the same basis as when the original I-9 was completed
- Current employees who are assigned to a federal contract will be notified.

# FORM I-9 – WHO DOES NOT COMPLETE THE FORM I-9?

- Concurrent Employees
- Employees who transfer, are promoted or demoted within the University
- Employees hired prior to November 6, 1986 who have no break in service
- Non-employees who do not receive wages or stipends
- Employees who do not work in the US
  - NOTE: An employee who returns to US to work for pay must complete a form I-9 on or before the first day for pay

# WHEN IS THE FORM I-9 COMPLETED?

- *Citizen and Non U.S. Citizen* New or rehired employee
- Employee must complete Section 1 of the Form I-9, Employment Eligibility Verification form, at the time of hire. “Hire” means when employment in exchange for wages or other remuneration begins. (first day of work for pay)
- The SSN must be inserted in Section 1.  
**NOTE:** DO NOT insert the University temporary I.D. number (988-xx-xxxx) in Section 1. Please refer to [SSN Applied For](#) section.
- The University designated I-9 user must review the employee’s documents and fully complete Section 2 of the Form I-9 within three (3) business days of the first day of work for pay.  
**NOTE:** If you hire a person for fewer than three business days, Sections 1 and 2 of Form I-9 must be fully completed as the time of hire – in other words, by the first day employment for pay begins.

# WHEN IS THE FORM I-9 COMPLETED? (CONTINUED)

- Non-U.S. Citizens *whose work authorization is expiring*
  - If the work authorization of a non-U.S. citizen is about to expire, a new or reverified Form I-9 must be completed prior to the expiration date.
  - A new Form I-9 is required if an electronic Form I-9 is not on file. **However, do NOT submit the new Form I-9 to E-Verify.**
- Current employees who were hired after November 6, 1986 and who are assigned to a federal contract must complete the Form I-9 and E-verification within thirty (30) days of being assigned to the federal contract. Employees will be notified.

# WHERE IS THE FORM I-9 COMPLETED?

- Generally, the Form I-9 is completed in the following locations:
  - Employees with a SSN can complete Section 1 of the Form I-9:
    - Online at [www.newi9.com](http://www.newi9.com)
    - In-person at locations identified on the next slide
  - U.S. Citizens - Section 2 of all Form I-9s for U.S. citizens
    - Staff members: Divisional HR Offices
    - Faculty and house staff: Academic departments

# WHERE IS THE FORM I-9 COMPLETED? (CONTINUED)

- Postdoctoral fellows:
  - Homewood - Student Employment Services (SES)
  - Other schools – Academic departments
  
- Graduate students:
  - Homewood – Student Employment Services (SES)
  - Public Health – Academic departments
  - Other schools – Academic departments
  
- Undergraduate student employees:
  - Homewood - Student Employment Services (SES)
  - Other schools – Academic departments
  
- Non-U.S. Citizens – Section 2 of all Form I-9s
  - Faculty, students and staff:
    - School of Medicine - Office of International Services
    - School of Public Health/School of Nursing Staff – Divisional HR
    - School of Public Health/School of Nursing Faculty and Students – Academic departments
    - Homewood Faculty – Academic departments
    - Homewood Staff – Divisional HR
    - Homewood Students – SES
    - Peabody, SAIS or Carey Business School - completed by the designated I-9 users in those schools respectively.

# PROCESSING THE FORM I-9 AND E- VERIFICATION AT REMOTE LOCATIONS

- The University operates and employs staff in most states within the United States and in many foreign countries. In many of these locations there is not an administrative office and no one is designated as an I-9 user.
- Following are the steps to follow when a designated I-9 user is not available to complete the Form I-9 and E-verification.
  - a. Send the employee a letter (copying the Divisional Human Resources Office) with the following information
    - 1. A statement indicating the University is an E-Verify employer.
    - 2. The requirement that the employee must complete the Form I-9 on or before the first day of hire.

# PROCESSING THE FORM I-9 AND E- VERIFICATION AT REMOTE LOCATIONS (CONTINUED)

3. Instruct the employee to present the Form I-9 with instructions for completing Section 2 to a Notary Public.
  4. Enclose Notarization Form for the Notary Public to complete confirming that the original documents were presented and viewed.
  5. The employee is to fax the completed Form I-9 and the statement signed by the Notary Public to the JHU Divisional Human Resources Office (fill in with location and fax number). The completed Form I-9 must be faxed before the third day following the first day of work for pay.
  6. The employee is to mail the original completed Form I-9 and the statement signed by the Notary Public to the JHU Divisional Human Resources Office fill in address.
- b. The Human Resources staff will review the completed Form I-9. If the form is completed correctly, the Form I-9 will be uploaded into the Equifax I-9 Management System.

# PROCESSING THE FORM I-9 AND E- VERIFICATION AT REMOTE LOCATIONS (CONTINUED)

- In the event the Form I-9 is not completed correctly, the Human Resources staff member will resolve before uploading the Form I-9 to Equifax.

# INSTRUCTIONS FOR EMPLOYEE

## ○ Employee – Section 1

*Instructions for the employee to complete the Form I-9 online:*

- Sign on to [www.newI9.com](http://www.newI9.com)
- Insert employer code **11472**
- Click “GO”
- Enter the text as shown
- Click “continue”

The screenshot shows the 'newI9.com' website. On the left, there is a 'Welcome to newI9.com!' message with a photo of two people and a 'Start by entering your employer's name or code on the right.' instruction. On the right, there is a 'Start a New I-9' form. The form has a title 'Start a New I-9' and a sub-instruction 'Enter the employer's name or code number below to begin creating a new I-9.' Below this, there is a field for 'Employer Name or Code' containing the number '11472'. There is also a checkbox for 'Remember my ID on this Computer' which is checked. A red arrow points from the text 'Enter Employer Code, 11472, and then click "GO"' to the input field.

The screenshot shows the login page of the newI9.com website. At the top, there is a navigation bar with 'I-9 MANAGEMENT', 'Home', and 'Privacy Policy'. Below this, there is a 'Login Instructions' section with the text 'Please enter your Employer Name or Code and the text displayed'. There is a link for 'Login Instructions' and another for 'Instructions'. Below this, there is a 'Login' section with the text 'Please enter your Employer Name or Code and the text displayed'. There is a text input field containing 'cfwvavis' and a 'Continue' button. A red arrow points from the text 'Enter the text and click "Continue"' to the input field. At the bottom, there is a footer with 'Terms and Conditions' and copyright information.

# INSTRUCTIONS FOR EMPLOYEE (CONTINUED)

- Complete Section 1 of the Form I-9
  - Name should match the name on record at the Social Security Administration, or the Department of Homeland Security if a Social Security Card has not been obtained
  - A Post Office Box cannot be used for an address
  - E-mail and phone number are optional; if you don't enter an e-mail address or phone you must enter "N/A" in the appropriate space

# EMPLOYEE INFORMATION PORTION OF SECTION 1

**Employment Eligibility Verification** USCIS Form I-9  
 Department of Homeland Security  
 U.S. Citizenship and Immigration Services

OMB No. 1615-0047  
 Expires 03/31/2016

▶ **START HERE.** Read instructions carefully before completing this form. The instructions must be available during completion of this form. **ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

( English | [Español](#) ) [I-9 Instructions](#) [I-9 Instrucciones](#)

**Section 1. Employee Information and Attestation** *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Does the employee qualify for special placement?  Yes  No [What's This?](#)

Last Name (Family Name)	First Name (Given Name)	Middle Initial	Other names used (if any)	
[Redacted]	[Redacted]	[Redacted]	[Redacted]	

Address (Street Number and Name)	Apt. Number	City or Town	State	Zip Code
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

Date of Birth (mm/dd/yyyy)	U.S. Social Security Number <input type="radio"/> SSN Applied For	E-mail Address (optional)	Telephone Number (optional)
[Redacted]	[Redacted]	[Redacted]	[Redacted]

Location

Employment Date (mm/dd/yyyy)

Enter full legal name

- If you have two last names include both in last name field
- If last names are hyphenated, include the hyphen.
- If you have two first names, include both.
- If you only have one name, enter that name into the last name field. Enter “unknown” in the first name field.
- Enter your middle initial. Enter “N/A” if you have no middle initial.

Other names used

- Maiden name
- Any other legal name you may have used
- “N/A” if no other name or maiden name

# EMPLOYEE INFORMATION PORTION OF SECTION 1 (CONTINUED)



**Employment Eligibility Verification** USCIS  
**Form I-9**  
 Department of Homeland Security  
 U.S. Citizenship and Immigration Services  
 OMB No. 1615-0047  
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Does the employee qualify for special placement?  Yes  No [What's This?](#)

Last Name (Family Name) First Name (Given Name) Middle Initial Other names used (if any)

Address (Street Number and Name) Apt. Number City or Town State Zip Code

Date of Birth U.S. Social Security Number E-mail Address Telephone Number

Location

Employment Date (mm/dd/yyyy)

## Address

- Enter your home address.
- Enter “N/A” if you have no apt number
- You may not enter a PO box number
- If you have no street address, enter a description of the location of your residence (intersecting streets)
- Must be U.S. address or address for border commuters from Mexico or Canada

# EMPLOYEE INFORMATION PORTION OF SECTION 1 (CONTINUED)



**Employment Eligibility Verification** USCIS  
**Form I-9**  
 Department of Homeland Security  
 U.S. Citizenship and Immigration Services  
 OMB No. 1615-0047  
 Expires 03/31/2016

▶ **START HERE.** Read instructions carefully before completing this form. The instructions must be available during completion of this form. **ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

( English | Español ) [I-9 Instructions](#) [I-9 Instrucciones](#)

**Section 1. Employee Information and Attestation** *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Does the employee qualify for special placement?  Yes  No [What's This?](#)

Last Name (Family Name) First Name (Given Name) Middle Initial Other names used (if any)

Address (Street Number and Name) Apt. Number City or Town State Zip Code

Date of Birth U.S. Social Security Number E-mail Address Telephone Number

(mm/dd/yyyy)  SSN Applied For (optional) (optional)

Location

Employment Date (mm/dd/yyyy)

Date of Birth

- Enter date of birth

U.S. Social Security Number

- Must be entered
- **Non-U.S. citizens who have not received a SSN must complete Section 1 with a designated I-9 user – link to slide SSN applied for**

E-mail and telephone number

- Entering information is voluntary
- If no information provided, enter “N/A”

# EMPLOYEE INFORMATION PORTION OF SECTION 1 (CONTINUED)



**Employment Eligibility Verification** USCIS Form I-9  
 Department of Homeland Security  
 U.S. Citizenship and Immigration Services

OMB No. 1615-0047  
 Expires 03/31/2016

▶ **START HERE.** Read instructions carefully before completing this form. The instructions must be available during completion of this form. **ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

( English | [Español](#) ) [I-9 Instructions](#) [I-9 Instrucciones](#)

**Section 1. Employee Information and Attestation** *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Does the employee qualify for special placement?  Yes  No [What's This?](#)

Last Name (Family Name) First Name (Given Name) Middle Initial Other names used (if any)

Address (Street Number and Name) Apt. Number City or Town State Zip Code

Date of Birth U.S. Social Security Number E-mail Address Telephone Number

(mm/dd/yyyy)  SSN Applied For (optional) (optional)

Location

Employment Date (mm/dd/yyyy)

## Location

- Non-US Citizen faculty, staff and student
- Students from KSAS and WSE
- Students from other JHU schools
- Work location Baltimore/DC
- Work location California
- Work location New Mexico
- Work location Arizona
- Work location Bologna
- Other work location

## Employment Date

- If the employee has been offered and accepted a position, but has not yet started to work, use the current date or a future hire date if it has been determined.
- If the employee has started to work, the hire date in SAP must be used.

# COMPLETION OF EMPLOYEE ATTESTATION PORTION SECTION 1

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following) :

citizen of the United States

A noncitizen national of the United States (see instructions)

A lawful permanent resident (Alien Registration Number/USCIS Number):

An alien authorized to work until (expiration date, if applicable, mm/dd/yy):

Employee is an alien whose work authorization does not expire or has no specific expiration date for their employment authorization

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number.

1. Alien Registration Number/USCIS Number:

**OR**

2. Form I-94 Admission:

If you obtained your admission number (Form I-94) from CBP (Customs and Border Protection) in connection with your arrival in the United States, include the following :

Foreign Passport Number:

Country of Issuance:

Employee obtained Form I-94I-94A number within the U.S. or entered the U.S. without a foreign passport (see instructions)

**Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.) (Auto-Fill | Clear)**

Last Name (Family Name)  First Name (Given Name)

Address (Street Number and Name)

City or Town  State  Zip Code

By checking this box, I, as an employer representative, authorize the minimum and maximum age requirements to be waived allowing this individual to be employed.

- ## A citizen of the United States
- Employee will click on the radio button next to “A citizen of the United States”.
  - No further information is needed and the employee will move to the Employee Electronic Signature and click “Continue” at the bottom of the screen.

# COMPLETION OF EMPLOYEE ATTESTATION PORTION SECTION 1 (CONTINUED)

## A noncitizen national of the United States

- A noncitizen national of the United States is a person born in America Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen national born abroad.
- This category has a very limited population, and I-9 Users who have an employee who has made this selection should make sure that it is accurate.
- No further information is needed and the employee will click “Continue” at the bottom of the screen.

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following) :

A citizen of the United States

A noncitizen national of the United States (see instructions)

A lawful permanent resident (Alien Registration Number/USCIS Number):

An alien authorized to work until (expiration date, if applicable, mm/dd/yy):

Employee is an alien whose work authorization does not expire or has no specific expiration date for their employment authorization

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number.

1. Alien Registration Number/USCIS Number:

**OR**

2. Form I-94 Admission:

If you obtained your admission number (Form I-94) from CBP (Customs and Border Protection) in connection with your arrival in the United States, include the following :

Foreign Passport Number:

Country of Issuance:

Employee obtained Form I-94I-94A number within the U.S. or entered the U.S. without a foreign passport (see instructions)

**Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.) (Auto-Fill | Clear)**

Last Name (Family Name)  First Name (Given Name)

Address (Street Number and Name)

City or Town  State  Zip Code

By checking this box, I, as an employer representative, authorize the minimum and maximum age requirements to be waived allowing this individual to be employed.

# COMPLETION OF EMPLOYEE ATTESTATION PORTION SECTION 1 (CONTINUED)

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

A citizen of the United States

A noncitizen national of the United States (see instructions)

A lawful permanent resident (Alien Registration Number/USCIS Number):

An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy):

Employee is an alien whose work authorization does not expire or has no specific expiration date for their employment authorization

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number:

**OR**

2. Form I-94 Admission:

If you obtained your admission number (Form I-94) from CBP (Customs and Border Protection) in connection with your arrival in the United States, include the following:

Foreign Passport Number:

Country of Issuance:

Employee obtained Form I-94/I-94A number within the U.S. or entered the U.S. without a foreign passport (see instructions)

**Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.) (Auto-Fill | Clear)**

Last Name (Family Name)  First Name (Given Name)

Address (Street Number and Name)

City or Town  State  Zip Code

By checking this box, I, as an employer representative, authorize the minimum and maximum age requirements to be waived allowing this individual to be employed.

## Lawful permanent resident

- An employee who is not a US citizen who resides in the US under legally recognized and lawfully recorded permanent residence as an immigrant.
- Click the radio button opposite “A lawful permanent resident”
- Enter your Alien Registration Number
- The employee may enter either their Alien Registration Number (A-Number) or USCIS Number in the field. At this time, the USCIS Number is the same as the A-Number without the “A” prefix.
- No further information is needed and the employee will click “Continue” at the bottom of the screen.

# COMPLETION OF EMPLOYEE ATTESTATION PORTION SECTION 1 (CONTINUED)

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following) :

A citizen of the United States

A noncitizen national of the United States (see instructions)

A lawful permanent resident (Alien Registration Number/USCIS Number):

An alien authorized to work until (expiration date, if applicable, mm/dd/yy):

Employee is an alien whose work authorization does not expire or has no specific expiration date for their employment authorization

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number.

1. Alien Registration Number/USCIS Number:

**OR**

2. Form I-94 Admission:

If you obtained your admission number (Form I-94) from CBP (Customs and Border Protection) in connection with your arrival in the United States, include the following:

Foreign Passport Number:

Country of Issuance:

Employee obtained Form I-94/I-94A number within the U.S. or entered the U.S. without a foreign passport (see instructions)

**Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.) (Auto-Fill | Clear)**

Last Name (Family Name)  First Name (Given Name)

Address (Street Number and Name)

City or Town  State  Zip Code

By checking this box, I, as an employer representative, authorize the minimum and maximum age requirements to be waived allowing this individual to be employed.

## Alien authorized to work

- An employee who is not a citizen or national of the United States, or a lawful permanent resident, but is authorized to work in the US.
- Click the radio button next to “An alien authorized to work”
- Enter the date that work authorization expires in the box next to “(expiration date if applicable, mm/dd/yyyy)”.
- If the employee has no expiration date (refugees, asylees, and certain others), check the box next to “Employee is an alien whose work authorization does not expire or has no specific expiration date for their employment authorization”.

# COMPLETION OF EMPLOYEE ATTESTATION PORTION SECTION 1 (CONTINUED)

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following) :

A citizen of the United States

A noncitizen national of the United States (see instructions)

A lawful permanent resident (Alien Registration Number/USCIS Number):

An alien authorized to work until (expiration date, if applicable, mm/dd/yy):

Employee is an alien whose work authorization does not expire or has no specific expiration date for their employment authorization

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number.

1. Alien Registration Number/USCIS Number

**OR**

2. Form I-94 Admission:

If you obtained your admission number (Form I-94) from CBP (Customs and Border Protection) in connection with your arrival in the United States, include the following :

Foreign Passport Number:

Country of Issuance:

Employee obtained Form I-94I-94A number within the U.S. or entered the U.S. without a foreign passport (see instructions)

**Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.) (Auto-Fill | Clear)**

Last Name (Family Name)  First Name (Given Name)

Address (Street Number and Name)

City or Town  State  Zip Code

By checking this box, I, as an employer representative, authorize the minimum and maximum age requirements to be waived allowing this individual to be employed.

- An alien authorized to work who has obtained their Alien Registration Number/USCIS Number completes #1.
- The employee may enter either their Alien Registration Number (A-Number) or USCIS Number in the field. At this time, the USCIS Number is the same as the A-Number without the “A” prefix.
- No other information needs to be entered in this part of Section 1
- Click “Continue”

# COMPLETION OF EMPLOYEE ATTESTATION PORTION SECTION 1 (CONTINUED)

- An alien authorized to work who has not received an Alien Authorization Number/USCIS Number completes #2.
- Enter the I-94 Number
  - **\*\*Beginning April 30, 2013, persons entering the US through air or sea will no longer receive a paper I-94. Foreign visitors will be able to print a paper I-94 from [www.cbp.gov/I94](http://www.cbp.gov/I94)**
- Enter the foreign Passport Number
- Click “Continue”

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

A citizen of the United States

A noncitizen national of the United States (see instructions)

A lawful permanent resident (Alien Registration Number/USCIS Number):

An alien authorized to work until (expiration date, if applicable, mm/dd/yy):

Employee is an alien whose work authorization does not expire or has no specific expiration date for their employment authorization

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number.

1. Alien Registration Number/USCIS Number:

**OR**

2. Form I-94 Admission:

If you obtained your admission number (Form I-94) from CBP (Customs and Border Protection) in connection with your arrival in the United States, include the following:

Foreign Passport Number:

Country of Issuance:

Employee obtained Form I-94/I-94A number within the U.S. or entered the U.S. without a foreign passport (see instructions)

**Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.) (Auto-Fill) (Clear)**

Last Name (Family Name)  First Name (Given Name)

Address (Street Number and Name)

City or Town  State  Zip Code

By checking this box, I, as an employer representative, authorize the minimum and maximum age requirements to be waived allowing this individual to be employed.

**OR**

2. Form I-94 Admission:

If you obtained your admission number (Form I-94) from CBP (Customs and Border Protection) in connection with your arrival in the United States, include the following:

Foreign Passport Number:

Country of Issuance:

Employee obtained Form I-94/I-94A number within the U.S. or entered the U.S. without a foreign passport (see instructions)

# COMPLETION OF EMPLOYEE ATTESTATION PORTION SECTION 1 (CONTINUED)

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following) :

A citizen of the United States

A noncitizen national of the United States (see instructions)

A lawful permanent resident (Alien Registration Number/USCIS Number):

An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy):

Employee is an alien whose work authorization does not expire or has no specific expiration date for their employment authorization

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number.

1. Alien Registration Number/USCIS Number:

**OR**

2. Form I-94 Admission

If you obtained your admission number (Form I-94) from CBP (Customs and Border Protection) in connection with your arrival in the United States, include the following :

Foreign Passport Number:

Country of Issuance:

Employee obtained Form I-94/I-94A number within the U.S. or entered the U.S. without a foreign passport (see instructions)

**Preparer and/or Translator Certification** (To be completed and signed if Section 1 is prepared by a person other than the employee.) (Auto-Fill | Clear)

Last Name (Family Name)  First Name (Given Name)

Address (Street Number and Name)

City or Town  State  Zip Code

By checking this box, I, as an employer representative, authorize the minimum and maximum age requirements to be waived allowing this individual to be employed.

Some employees may have obtained their admission number from USCIS within the US, or entered without a foreign passport. Those employees should check the box at the bottom of #2 indicating this, and leave the foreign passport and Country of Issuance fields blank.

- Click “Continue” unless employee had assistance completing Section 1 of the form
- **If you assisted the employee, you must fill out the Preparer/Translator Certification before clicking “Continue”**

# COMPLETION OF ATTESTATION PORTIONS OF SECTION 1

This section should be completed when:

- A parent or guardian completes Section 1 for a minor under 18 years of age.
- or
- If you are aiding an employee who has difficulties completing the form. You should not be completing the form for employees who are able to complete Section 1 themselves.

<b>Preparer and/or Translator Certification</b> <i>(To be completed and signed if Section 1 is prepared by a person other than the employee.)</i>		
Last Name <i>(Family Name)</i>	First Name <i>(Given Name)</i>	
<input type="text"/>	<input type="text"/>	
Address <i>(Street Number and Name)</i>		
<input type="text"/>		
City or Town	State	Zip Code
<input type="text"/>	<input type="text" value=""/> ▾	<input type="text"/>

If you go in through I-9 Management refer to slide 99

# PREPARER/TRANSLATOR SIGNATURE

**Name:** jldkja d attakjd;k  
**Other Names Used:** jdkjl  
**U.S. Social Security Number:** 111-11-1111  
**Date of Birth:** 01/11/1971  
**Address:** n/a Apt na  
na, IA 21214  
**E-mail Address:** na  
**Telephone Number:** na  
**Hire Date::** 06/01/2013  
**Work Status:** A Citizen of the United States  
**Alien Registration Number/USCIS Number:**  
**I-94 #:**  
**Alien Work Until Date:**  
**Foreign Passport Number:**  
**Country of Issuance:**  
**Obtained I-94 from USCIS:**

[Change Information](#)

## Preparer Summary

**Preparer Last Name:** na  
**Preparer First Name:** na  
**Preparer Address:** na, na, OH 21214

[Change Information](#)

## Preparer Electronic Signature [\(English | Español\)](#)

By checking this checkbox I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Back

Cancel

Continue

[Terms and Conditions](#)

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# COMPLETION OF EMPLOYEE ATTESTATION PORTION SECTION 1

**Employee Review**

( English | Español ) [I-9 Instructions](#) [I-9 Instrucciones](#)

This information should be reviewed and completed by the employee who prepared the I-9 form.

After verifying that the information is correct, complete the signature block at the bottom of the page. You can make changes to the information by clicking on the link below the information.

**Name:** Austin Barrymore  
**Other Names Used:**  
**U.S. Social Security Number:** 987-00-6789  
**Date of Birth:** 04/01/1970  
**Address:** 107 N Main St  
St. Louis, MO 63146  
**E-mail Address:**  
**Telephone Number:**  
**Employment Date:**  
**Work Status:** A Citizen of the United States  
**Alien Registration Number/USCIS Number:**  
**I-94 #:**  
**Alien Work Until Date:**  
**Foreign Passport Number:**  
**Country of Issuance:**  
**Obtained I-94 from USCIS:**

[% Change Information](#)

**Employee Electronic Signature** ( English | Español )

By checking this checkbox I attest to the following:

- I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.
- I understand that the employer may electronically verify my work authorization with the United States government.
- If my work authorization is verified with the United States government, I authorize my Section 1 electronic signature to be automatically applied to the documents the employer will provide me should I contest/not contest the verification results.

Back Cancel Continue

Employees should review all of their information.

Changes can be made if needed by clicking “Change Information”

Employees should read the attestation statements.

Click the check box

Click “Continue”

The Electronic Signature is available in Spanish

# COMPLETION OF EMPLOYEE ATTESTATION PORTION SECTION 1 (CONTINUED)

- There will be a message that includes a list of documents (unexpired) to be presented.
- Select the document/s to present to complete the Form I-9 and take the document/s to the identified Form I-9 user who will complete Section 2 of the Form I-9 on behalf of the University.

# COMPLETION OF SECTION 2 FOR U.S. CITIZENS

## ○ *I-9 User –Section 2*

- Section 2 must be completed **no later than the 3<sup>rd</sup> business day after the employee begins work for pay.**
- I-9 users access an employee's pending I-9 at <https://login.johnshopkins.edu/i9>
  - I-9 users use JHED ID and password
  - Select Johns Hopkins University
- Click on the Pending link and search for the employee's Section 1 information by name. A tutorial on searching the Equifax database can be found at <http://www.i9express.com/Demos/>.
- Click on the name of the employee you are looking for to view Section 1 and to complete Section 2. If you see the duplicate SSN screen, please see the next slide.
- Review the Section 1 information with the Employee.
- Make any necessary corrections to Section 1.

# COMPLETION OF SECTION 2 FOR U.S. CITIZENS – (CONTINUED)

## ○ *Steps for Completion*

- Change the hire date field if the hire date is known.
- If the employee has started to work, the hire date in SAP must be used.
- Examine the original document(s).
- Enter the document(s) information including the issuing authority, and the document number and expiration date, if any. *Additional information about acceptable documents can be found on the [I-9 Central](#) website.*
- The employee selection of an unexpired U.S. Passport will require the I-9 user to make a copy of that document.
- Electronically sign the I-9 form.

# COMPLETION OF SECTION 2 FOR U.S. CITIZENS – (CONTINUED)

## ○ *Documents*

- The employee determines the documents s/he wishes to present from the list of acceptable documents.
- The employer cannot determine or specify the documents the employee presents.
- The University designated I-9 user must physically examine each original **unexpired** document the employee presents to determine if it reasonably appears to be genuine and relates to the person presenting it. The designated I-9 user and the employee must both be physically present during the examination of the employee's documents.
- An employee's citizenship status will determine the acceptable documents that can be presented.
  - **If a List A document(s) is selected, you cannot accept documents from List B or List C.**
  - **If a document from List B is selected, you will also need a document from List C, and vice versa, but no document from List A.**
- Any document from List B **MUST** bear a photograph.
- Beginning October 31, 2010, only certified copies of Puerto Rico birth certificates issued on or after July 1, 2010, are acceptable for Form I-9 purposes. Beginning October 31, 2010, if an employee presents for List C a birth certificate issued by the Vital Statistics Office of the Commonwealth of Puerto Rico, the I-9 user must look at the date that the certified copy of the birth certificate was issued to ensure that it is still valid.
- An employee who wishes to present a document that has been lost, stolen, or damaged must present a receipt for the replacement of the document from the granting agency within three (3) days of the first day of work for pay. The replacement document must be presented within 90 days.

# COMPLETION OF SECTION 2 – SCREEN VIEWS

- Click on the **Pending** link to search for the employee's Form I-9.

**I-9 eXpress™** TALX  
Home ← Privacy Policy → Help → Logout → Test User 2  
Johns Hopkins University

**Main Menu**

- New I-9
- Search For Employees
- My Account
- Reports
- Help

**Main Menu**

**New I-9**  
Create a new I-9 online and sign it with electronic signatures.

**Search For Employees**  
Search for employees by entering a First or Last Name, SSN, Location, I-9 Type, or all of the above.

**My Account**

Quick Search		Refresh
<a href="#">Pending</a>	0	
<a href="#">Reverification Due</a>	0	
<a href="#">E-Verify Issues</a>	0	

[Refresh All](#)

**Click a category to see a list of the I-9s that need an action taken**

**Click "Refresh" or "Refresh All" to view the number of I-9s in each category**

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# COMPLETION OF SECTION 2 – SCREEN VIEWS – (CONTINUED)

- View list and search for the employee's pending Form I-9.
- Click on the name of the employee to complete Section 2.

**To view Section 1 or complete Section 2, click on the employee's name**

**TALX**  
Test User 2  
Johns Hopkins University

Home Privacy Policy Help Logout

### Search For Employees

Select one or more search criteria below to search for employees.

First Name: Last Name: SSN: Type of I-9: Pending

Group: (All) Location: CTY-California

Hire Date: (mm/dd/yyyy)

Search

**Search Results: Pending**

Type: E=E-Verify, C=Complete, P=Pending, R=Reverification, S=SSN Applied For, M=Missing, I=Invalid (Red=Problem, Bold=Urgent)

Type	Name	Location	SSN	Hire Date	E-Verify Status
P	<a href="#">Day, Green</a>		1498		
P	<a href="#">Green, Day</a>		1497		
P	<a href="#">Miller, John L.</a>	CTY-California	4223	10/08/2009	
P	<a href="#">Travis, Dorothy</a>	CTY-California	0003	10/11/2009	

Showing 1-4 of 4

[Export to Excel](#)

Check SSN

# COMPLETION OF SECTION 2 – SCREEN VIEWS – (CONTINUED)

The screenshot displays the 'I-9 MANAGEMENT' interface. At the top, there is a navigation bar with links for Home, Privacy Policy, Help, and Logout. The user's name, Jessica McMurtrie, and affiliation, Johns Hopkins University, are shown in the top right. A left-hand menu contains options: Main Menu, New I-9, Upload I-9, Search For Employees, Reports, Administration, and Help. The main content area is titled 'Duplicate SSN' and contains a message: 'A duplicate SSN has been detected. If Person A and Person B are the same person, click Same. If they are not the same person, click Different.' Below this message, two columns of information are presented for comparison. 'Person A (already on file)' has a First Name of John, Middle Initial of ., Last Name of Doe, Group of None, Location of Default, and Status of Active. 'Person B (new entry)' has a First Name of John, Middle Initial of ., and Last Name of Doe. At the bottom of the comparison area are two buttons: 'Same' and 'Different'. The footer contains a link to Terms and Conditions and a copyright notice for Equifax Workforce Solutions.

I-9 MANAGEMENT

Home Privacy Policy Help Logout

Jessica McMurtrie  
Johns Hopkins University

Main Menu

New I-9

Upload I-9

Search For Employees

Reports

Administration

Help

**Duplicate SSN**

A duplicate SSN has been detected. If Person A and Person B are the same person, click Same. If they are not the same person, click Different.

**Person A (already on file)**  
First Name: John  
Middle Initial: .  
Last Name: Doe  
Group: None  
Location: Default  
Status: Active

**Person B (new entry)**  
First Name: John  
Middle Initial: .  
Last Name: Doe

Same Different

Terms and Conditions

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If there is a duplicate SSN, you will see this screen. If it is the same person, click “Same”

# COMPLETION OF SECTION 2 – SCREEN VIEWS – (CONTINUED)

- To view information in Section 1 or if information in Section 1 needs correction, click on “Change Section 1 Information”

The screenshot displays the I-9 Express web application interface. At the top left is the logo "I-9 eXpress" and at the top right is "TALX". Below the logo is a navigation bar with links for "Home", "Privacy Policy", "Help", and "Logout". The user's name "Jessica McArthur" and affiliation "Johns Hopkins University" are displayed in the top right corner.

The main content area is titled "Section 2 - Employee Review and Verification". It contains the following text: "Please enter the employment information and the document(s) presented by the employee. The employee must provide a photo ID to prove their identity." Below this text are two input fields: "Hire Date:" with the value "8/20/2012" and "Location:" with a dropdown menu showing "Work location Baltimore,DC".

Below the input fields are two links: "Change Section 1 Information" and "View and Print Employee Receipt".

At the bottom of the form, there is a section titled "Select the set of document(s) presented by the employee:". It contains the following text: "The employee must prove their identity and authorization to work in the United States by presenting to the employer either 1) List A - OR - 1 List B and 1 List C document. A receipt indicating that an individual has applied for an initial Employment Authorization Document (Form I-796) or for an extension of an expiring Form I-766 is NOT ACCEPTABLE proof of employment authorization for Form I-9. Receipts are NEVER ACCEPTABLE if employment lasts fewer than three business days." Below this text are two radio buttons: "List A" (which is selected) and "Receipt (e.g., replacement) (What's That)".

# COMPLETION OF SECTION 2 – SCREEN VIEWS – (CONTINUED)

- Correct the hire date if necessary.
- Review the presented documents.
- Select the documents from the drop down list/s. Do not over document. There should be either one document from List A OR one document each from Lists B and C.
- The available documents will be based on the employee's response to citizenship status in Section 1.
- Click “Continue”.

New I-9  
Search for Employees  
Reports  
Administration  
Help

Please enter the employment information and the document(s) presented by the employee.  
The employee must provide a photo ID to prove their identity.

Hire Date: [11/23/2009] Location: [Work location (Baltimore,DC)]

[Change Section 1 Information](#)  
[View and Print Employee Record](#)

Select the set of document(s) presented by the employee:  
The employee must prove their identity and authorization to work in the United States by presenting to the employer either 1 List A -OR- 1 List B and 1 List C document.

List A  
List A proves identity AND work authorization:  
[ ]

List B and C  
List B proves identity:  
[ ]  
List C proves work authorization:  
[ ]

Employee terminated before completing I-9

[Back] [Cancel] [Continue]

# COMPLETION OF SECTION 2 – SCREEN VIEWS – (CONTINUED)

For a list of acceptable List B and C documents to be presented, please see [Citizenship Status/Document Matrix](#) on the USCIS website. Complete the required fields. Click continue

The screenshot displays the USCIS I-9 Management System interface. At the top, there is a navigation bar with links for Home, Privacy Policy, Help, and Logout. The user's name, Jessica McHartree, and affiliation, Johns Hopkins University, are shown in the top right corner. The main content area is titled "Section 2: Employee Review and Verification" and includes instructions for the employer to examine the document and record the issuing authority, document number, and expiration date. Two document types are listed: "List B document - Driver's License Issued by State or Possession with Photo" and "List C document - Social Security Account Number Card Without Employment Restriction". Each document type has a "Issuing Authority" field, a "Document #" field, and an "Expiration Date (mm/dd/yyyy):" field. A "Generate Document" link is provided for each. At the bottom, there are "Back", "Cancel", and "Continue" buttons. The footer contains the text "© 2012 Baffle Software Solutions, which is a wholly owned subsidiary of Baffle, Inc., Atlanta, Georgia. All rights reserved."

# RECEIPTS FOR A LOST, STOLEN, OR DAMAGED DOCUMENT

- In certain circumstances, employers must accept a receipt in lieu of a List A, List B, or a List C document if one is presented by an employee
- Acceptable receipts an employee can present are listed on slide 56.
- When the employee provides an acceptable receipt, enter the document title in Section 2 of Form I-9, click the “receipt” box
- When the employee presents the actual document, cross out the word “receipt” and any accompanying document number and expiration date, insert the number from the actual document presented, and initial and date the change
- A receipt indicating that an individual has applied for an initial Employment Authorization Document (Form I-766) or for an extension of an expiring Employment Authorization Document (Form I-766) is NOT acceptable proof of employment authorization on Form I-9. Receipts are never acceptable if employment lasts less than three business days

# ACCEPTING A RECEIPT FOR A LOST, STOLEN, OR DAMAGED DOCUMENT

**There are only three types of acceptable receipts:**

- **A receipt showing that the employee applied to replace a document that was lost, stolen or damaged**

An employee may present a receipt for the application for the replacement of any List A, List B, or List C document. This receipt is valid for 90 days. When it expires, the employee must show the employer the replacement document.

- **The arrival portion of Form I-94/I-94A with a temporary I-551 stamp and a photograph of the individual**

A lawful permanent resident may present this List A receipt instead of showing his or her Permanent Resident Card (Form I-551) to show evidence of both identity and employment authorization. This receipt is valid until the expiration date on the stamp, or one year after the issuance date if the stamp does not contain an expiration date. When it expires, the employee must show the employer his or her Permanent Resident Card (Form I-551).

# ACCEPTING A RECEIPT FOR A LOST, STOLEN, OR DAMAGED DOCUMENT – (CONTINUED)

- **Departure portion of Form I-94/I-94A with a refugee admission stamp**

A refugee may present this List A receipt to show evidence of both identity and employment authorization. This receipt is valid for 90 days. When the receipt expires, the employee must show the employer either an Employment Authorization Document (Form I-766) or a combination of a List B document and an unrestricted social security card.

- **Employers can accept a receipt for the application for replacement of a lost, stolen or damaged employment authorization document.**
- **Employers cannot accept a receipt for the application for an initial or renewal employment authorization.**
- **Employers cannot accept receipts if employment will last less than three days.**

# ACCEPTING A RECEIPT FOR A LOST, STOLEN, OR DAMAGED DOCUMENT – – (CONTINUED)

Receipt	Who may present this receipt?	Is this receipt proof of employment authorization and/or identity?	How long is this receipt valid?	What must the employee present at the end of the receipt validity period?
A receipt for a replacement of a lost, stolen, or damaged document	All employees	A receipt fulfills the verification requirements of the document for which the receipt was issued (can be List A, List B, or List C)	90 days from date of hire or, for reverification, the date employment authorization expires	The actual document for which the receipt was issued
The arrival portion of the Form I-94 or I-94A containing a Temporary I-551 stamp and photograph	Lawful Permanent Residents	Employment authorization and identity (List A)	Until the expiration date of the Temporary I-551 stamp or, if no expiration date, one year from date of issue	The actual Form I-551 (Permanent Resident Card, or "green card")
The departure portion of Form I-94 or I-94A with an unexpired refugee admission stamp	Refugees	Employment authorization and identity (List A)	90 days from date of hire or, for reverification, the date employment authorization expires	An unexpired EAD (Form I-766) or a combination of a valid List B document and an unrestricted Social Security card

# RECORDING A RECEIPT FOR A LOST, STOLEN, OR DAMAGED DOCUMENT

---

**Select the set of document(s) presented by the employee:**

The employee must prove their identity and authorization to work in the United States by presenting to the employer either 1 List A -OR- 1 List B and 1 List C document.

A receipt indicating that an individual has applied for an initial Employment Authorization Document (Form I-766) or for an extension of an expiring Form I-766 is NOT ACCEPTABLE proof of employment authorization for Form I-9. Receipts are NEVER ACCEPTABLE if employment lasts fewer than three business days.

**List A**

**List A proves identity AND work authorization:**

U.S. Passport or U.S. Passport Card

Replacement Receipt

**List B and C**

**List B proves identity:**

Replacement Receipt

**List C proves work authorization:**

Replacement Receipt

**Employee terminated before completing I-9**

Back

Cancel

Continue

Indicate document

Click on Replacement Receipt

# RECORDING A RECEIPT FOR A LOST, STOLEN, OR DAMAGED DOCUMENT – (CONTINUED)

## Enter Document and Receipt Information

**Section 2 - Employer Review and Verification**

The employer must examine the document(s) presented by the employee and record the issuing authority, document number, and document expiration date, if any.

**List B document - Driver's License or ID Card Issued by State or Possession with Photo**

Issuing Authority:  
Choose the State or Territory on the Drivers License or ID... ▾

Document #:

Expiration Date (mm/dd/yyyy):

**List C document - Social Security Account Number Card Authorized for Employment**

Issuing Authority:

Receipt #:  
 Replacement Receipt

Expiration Date (mm/dd/yyyy):  
12/27/2011

If no receipt number is available, enter "N/A" ??

1. Enter the name of the Issuing Authority

2. Enter the Receipt Number if there is one.

3. The Expiration Date will default based on the type of document

4. Click "Continue"

## RECORDING A RECEIPT FOR A LOST, STOLEN, OR DAMAGED DOCUMENT – (CONTINUED)

- An I-9 completed with a receipt for a document cannot be processed through E-Verify until the replacement document is received.
- The department is responsible for tracking the expiration dates of the receipt through the BW Work and Visa Authorization Report
  - [Link to job aid HRSS site](#)

# UPDATING A RECEIPT FOR A LOST, STOLEN OR DAMAGED DOCUMENT

- When the employee presents their replacement document, you must update the I-9 in Equifax.
- Search for the employee and bring up the I-9. (see slide 48)

**Employee Detail**

The I-9 was successfully added.

**Name:** Mike Receipt  
**Maiden Name:**  
**Social Security #:** XXX-XX-1232 [Change SSN](#)  
**Birth Date:** 04/01/1970  
**Address:** 123 Main  
St. Louis, MO 63146  
**Employment Date:** 09/28/2011  
**TWN Hire Date:**  
**Termination Date:** [Change Termination Date](#)  
**Work Status:** A Citizen of the United States  
**Alien #:**  
**I-9 #:**  
**Reverification Due Date:** 12/27/2011  
**Hire Code:** 1CAYK722111C2  
**Group:** Test Group 004  
**Location:** St. Louis [Change Location](#)  
**Previous Locations:**  
**EE's Current Visa:** [Change EE's Current Visa](#)  
**Audit Report:** [View/Download](#)

Section 3   New I-9   Upload I-9   Send to E-Verify   **Receipt Update**

Click on "Receipt Update"

# UPDATING A RECEIPT FOR A LOST, STOLEN OR DAMAGED DOCUMENT – (CONTINUED)

**Receipt Update**

Update a receipt on the Employee's I-9 with the replacement document.

---

**Name:** Mike Receipt

The Employee's I-9 contains the following receipts:

- Replacement receipt for Social Security Account Number Card Authorized for Employment

Select which receipts are being updated:

Social Security Account Number Card Authorized for Employment

**Receipt Update**

Update a receipt on the Employee's I-9 with the replacement document.

---

**Name:** Mike Receipt

**List C document - Social Security Account Number Card Authorized for Employment**

**Issuing Authority:**

SSA

**Social Security Number (XXX-XX-XXXX):**

657-00-1232

The number on the document is the same

For a Social Security Card replacement, you must indicate that the number on the new card matches the Social Security number entered in Section 1.

## UPDATING A RECEIPT FOR A LOST, STOLEN OR DAMAGED DOCUMENT – (CONTINUED)

- If the Form I-9 was eligible for E-Verify when it was completed, Equifax will automatically submit it to E-Verify when all replacement receipts are updated.
- **The I-9 User must track the I-9 through the E-Verify process, including any: Photo Matching; DHS or SSA Incompletes or TNCs; and closing out authorizations.**
- You can view the Receipt Update on the Employee Detail Page.

I-9 History			
Hire/Entry	Type (click to view)	E-Verify	Actions
9/28/2011	<a href="#">Original I-9 Receipt</a>	<a href="#">View History</a>	<a href="#">Attach File</a>
09/28/2011	<a href="#">Receipt Update</a> 	<a href="#">View History</a>	<a href="#">Attach File</a>

## UPDATING A RECEIPT FOR A LOST, STOLEN OR DAMAGED DOCUMENT – (CONTINUED)

- Please refer to [I-9 Central](#) as a resource on receipts

# COMPLETION OF SECTION 2

- Complete the information required. Please be sure to check what you have entered against the document to avoid errors.
- Click “Continue”

**Main Menu**

New I-9

Upload I-9

Search For Employees

Reports

Administration

Help

## Section 2 - Employer Review and Verification

Please enter the employment information and the document(s) presented by the employee.

The employee must provide a photo ID to prove their identity.

---

**Hire Date:**  **Location:**

[↔ Change Section 1 Information](#)

[🔗 View and Print Employee Receipt](#)

---

**Select the set of document(s) presented by the employee:**

The employee must prove their identity and authorization to work in the United States by presenting to the employer either 1 List A -OR- 1 List B and 1 List C document.

A receipt indicating that an individual has applied for an initial Employment Authorization Document (Form I-766) or for an extension of an expiring Form I-766 is NOT ACCEPTABLE proof of employment authorization for Form I-9. Receipts are NEVER ACCEPTABLE if employment lasts fewer than three business days.

**List A**

**List A proves identity AND work authorization:**  Receipt (e.g., replacement) [What's This?](#)

**List B and C**

**List B proves identity:**  Receipt (e.g., replacement) [What's This?](#)

**List C proves work authorization:**  Receipt (e.g., replacement) [What's This?](#)

**Employee terminated before completing I-9**

## COMPLETION OF SECTION 2 – (CONTINUED)

- Read and complete the section on the Employer Electronic Signature.
- Make sure that you check the box before continuing
- **Employer Electronic Signature** (English | Español) I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on 4/30/2011 and that to the best of my knowledge the employee is authorized to work in the United States. My electronic signature is my authorization for any change indicated by [C] in Section 1.
- I also attest to the following:
  - I understand the employee's work authorization will be verified electronically with the United States government.
  - I authorize my Section 2 electronic signature to be automatically applied to the documents provided to the employee should the employee contest/not contest the verification results.
  - I am not using government verifications for pre-screening purposes or discriminating against any employee who receives a tentative nonconfirmation response.



**I have read and agree with the certification statement above.**

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITH SSN

- Complete Section 1 of the Form I-9 (see slide 31)
  - *Name should match the name on record at the Department of Homeland Security*
  - *A Post Office Box cannot be used for an address*
  - *Must be U.S. address or address for border commuters from Mexico or Canada*
  - *E-mail and phone number are optional; must enter N/A*
- Select from the location menu
  - Non-US Citizen faculty, staff and student

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITH SSN – (CONTINUED)

## Employee Review

**This information should be reviewed and completed by the employee who prepared the I-9 form.**

After verifying that the information is correct, complete the signature block at the bottom of the page. You can make changes to the information by clicking on the link below the information.

You must present a photo ID to prove your identity for the employer to complete Section 2. After completing Section 2 of your I-9 the employer will electronically verify your work authorization with the United States government.

---

**Name:** Imaginary Person  
**Maiden Name:**  
**Social Security #:** 223-56-4412  
**Birth Date:** 04/17/1955  
**Address:** 1 Capitol Street  
Baltimore, MD 21213  
**Hire Date:** 07/01/2011  
**Work Status:** A Citizen of the United States  
**Alien #:**  
**I-94 #:**  
**Alien Work Until Date:**

If any information is incorrect, click on “Change Information” to return to the Form I-9 and make corrections

 [↕ Change Information](#)

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITH SSN – (CONTINUED)

For a list of acceptable documents to be presented, please see [Citizenship Status/Document Matrix](#) on the USCIS website.

# COMPLETION OF SECTION 2 FOR A NON-US CITIZEN WITH SSN – (CONTINUED)

## ○ *I-9 User –Section 2*

- Section 2 must be completed **no later than the 3<sup>rd</sup> business day after the employee begins work for pay.**
- I-9 users access an employee's pending I-9 at <https://login.johnshopkins.edu/i9>
  - I-9 users use JHED ID and password
  - Select Johns Hopkins University
- Search for the employee's Section 1 information by name. A tutorial on searching the Equifax database can be found at <http://www.i9express.com/Demos/>.
- Review the Section 1 information with the Employee.

## ○ *Hire date*

- If the employee has been offered and accepted the position, but has not yet started to work, use the current date or a future hire date if it has been determined.
- If the employee has started to work, the hire date in SAP must be used.

# COMPLETION OF SECTION 2 FOR A NON-US CITIZEN WITH SSN – (CONTINUED)

## ○ *Steps for Completion*

- The I-9 User accesses the I-9 Management site at <https://login.johnshopkins.edu/i9>
- Click on the **Pending** link to search for the employee's Form I-9.
- View list and search for the employee's name.
- Click on the name of the employee you are looking for to view Section 1 and to complete Section 2. If you see the **duplicate SSN screen**, **please see slide 48**
- Enter the hire date. If the employee has started to work, the hire date in SAP must be used. Correct the hire date in the hire date field.
- Examine the original document(s).
- Enter the document(s) information including the issuing authority, and the document number and expiration date, if any. *Additional information about acceptable documents can be found on the [I-9 Central](#) website.*
- The employee selection of a Form 551 Permanent Resident Card, Form I-766 Employment Authorization Document or a Florida or Mississippi or North Dakota driver's license will require the I-9 user to make a copy of that document.
- Electronically sign the I-9 form.
- For all new hires, submit to E-Verify.

# COMPLETION OF SECTION 2 FOR A NON-US CITIZEN WITH SSN – (CONTINUED)

## ○ *Documents*

- The employee determines the documents s/he wishes to present from the list of acceptable documents.
- The employer cannot determine or specify the documents the employee presents.
- The University designated I-9 user must physically examine each original **unexpired** document the employee presents to determine if it reasonably appears to be genuine and relates to the person presenting it. The designated I-9 user and the employee must both be physically present during the examination of the employee's documents.
- An employee's citizenship status will determine the acceptable documents that can be presented.
  - **If a List A document(s) is selected, you cannot accept documents from List B or List C.**
  - **If a document from List B is selected, you will also need a document from List C, and vice versa, but no document from List A.**
- Any document from List B **MUST** bear a photograph.
- Beginning October 31, 2010, only certified copies of Puerto Rico birth certificates issued on or after July 1, 2010, are acceptable for Form I-9 purposes. Beginning October 31, 2010, if an employee presents for List C a birth certificate issued by the Vital Statistics Office of the Commonwealth of Puerto Rico, the I-9 user must look at the date that the certified copy of the birth certificate was issued to ensure that it is still valid.
- An employee who wishes to present a document that has been lost, stolen, or damaged must present a receipt for the replacement of the document from the granting agency within three (3) days of the first day of work for pay. The replacement document must be presented within 90 days. **Refer to slide 56**

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITH SSN – (CONTINUED)

**Section 2 - Employer Review and Verification**

Please enter the employment information and the document(s) presented by the employee.  
The employee must provide a photo ID to prove their identity.

**Hire Date:** 7/1/2013      **Location:** [Dropdown]

[Change Section 1 Information](#)  
[View and Print Employee Receipt](#)

**Select the set of document(s) presented by the employee:**  
The employee must prove their identity and authorization to work in the United States by presenting to the employer either 1 List A -OR- 1 List B and 1 List C document.  
A receipt indicating that an individual has applied for an initial Employment Authorization Document (Form I-766) or for an extension of an expiring Form I-766 is NOT ACCEPTABLE proof of employment authorization for Form I-9. Receipts are NEVER ACCEPTABLE if employment lasts fewer than three business days.

**List A**  
List A proves identity AND work authorization:  Receipt (e.g., replacement) [what's that?](#)  
[Dropdown]

**List B and C**  
List B proves identity:  Receipt (e.g., replacement) [what's that?](#)  
[Dropdown]  
List C proves work authorization:  Receipt (e.g., replacement) [what's that?](#)  
[Dropdown]

**Employee terminated before completing I-9**

- Select the appropriate documents

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITH SSN –PRESENTING LIST A DOCUMENTS

## Section 2 - Employer Review and Verification

The employer must examine the document(s) presented by the employee and record the issuing authority, document number, and document expiration date, if any.

---

### List A document - Foreign Passport with I-94 or I-94A and I-20

#### Issuing authority (country):

Choose the Issuing Authority on the Foreign Passport... ▼

[Sample Document](#)

#### Passport #:

#### Passport expiration date (mm/dd/yyyy):

#### I-94 #:

The number on the document is the same

#### I-94 expiration date (mm/dd/yyyy):

- Document has an expiration date
- The document does not have an expiration date
- Document states 'D/S'

#### I-20 #:

#### I-20 expiration date (mm/dd/yyyy):

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITH SSN –PRESENTING LIST A DOCUMENTS – (CONTINUED)

Lawful Permanent Resident can present

- Permanent Resident Card or Alien Registration Receipt Card (Form I-551), OR
- Foreign passport with temporary I-551 stamp or printed notation on a MRIV

An Alien Authorized to Work can present

- Employment Authorization Document (Form I-766), AND
- Foreign passport with Arrival/Departure Record (Form I-94)
- Note: Some individuals who present these List A documents, such as certain nonimmigrant students and exchange visitors, must also present additional documentation in order to prove their work authorization in the United States.
- Insert info from Employer Handbook 14-21

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITH SSN –PRESENTING LIST A DOCUMENTS – (CONTINUED)

Non US citizens who have entered the US at an airport or sea port, will not be given a paper I-94 form as they have in the past. They will need to access and print it from the Customs and Border Protection website, [www.cbp.gov/i94](http://www.cbp.gov/i94)

## Electronic I-94



**U.S. Customs and Border Protection**  
*Securing America's Borders*

---

**Admission (I-94) Number Retrieval**

**Admission (I-94) Record Number:** 69000888062

**Admit Until Date (MM/DD/YYYY):** 10/10/2012

**Details provided on Admission(I-94) form:**

Family Name:	LI
First (Given) Name:	LYDIA
Birth Date (MM/DD/YYYY):	01/01/1990
Passport Number:	P123123213
Passport Country of Issuance:	Mexico
Date of Entry (MM/DD/YYYY):	04/11/2012
Class of Admission:	B1

Individuals can visit [www.cbp.gov/I94](http://www.cbp.gov/I94) to retrieve a copy of their electronic Form I-94.

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITH SSN –PRESENTING LIST A DOCUMENTS – (CONTINUED)

Foreign passport with Form I-94 or Form I-94A, Arrival/Departure Report bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status that authorizes such alien to work for a specific employer incident to this status.

This document may only be used if the period of endorsement has not yet expired and the proposed employment does not conflict with any restrictions or limitations listed on Form I-94 or I-94A, Arrival/Departure Report .

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITH SSN –PRESENTING LIST A DOCUMENTS – (CONTINUED)

## **Foreign Students in F-1 Nonimmigrant Status Participating in Curricular Practical Training**

Curricular practical training allows students to accept paid alternative work/study, internships, cooperative education or any other type of required internship or practicum that employers offer through cooperative agreements with the student's school. The training must be related to the student's field of study. A student may begin curricular practical training after the Designated School Official has completed the Form I-20, Certificate of Eligibility for F-1 Students Status endorsement page. The DSO-endorsed Form I-20, Certificate of Eligibility for F-1 Students Status together with the student's Form I-94/94A indicating F-1 nonimmigrant status is evidence of employment authorization.

For [Form I-9](#) purposes, the combination of the following documents is considered a List A document, evidencing both identity and employment authorization:

The student's unexpired foreign passport

Form I-20 with the Designated School Official's endorsement for employment on page 3

A valid Form I-94 or [I-94A, Arrival/Departure Report](#) indicating F-1 nonimmigrant status

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITH SSN –PRESENTING LIST A DOCUMENTS – (CONTINUED)

For a list of acceptable List B and C documents to be presented, please see [Citizenship Status/Document Matrix](#) on the USCIS website.  
Complete the required fields. Click continue

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITH SSN –PRESENTING LIST A DOCUMENTS – (CONTINUED)

## **Exchange Visitors and Students**

- Each year thousands of exchange visitors, international students, and their dependents come to the United States to study and work.
- **Exchange Visitors (J-1s)**
  - The Department of State administers the exchange visitor program and designates exchange visitor program sponsors. Responsible officers within the program issue Form DS-2019, Certificate of Eligibility for Exchange Visitor (J-1) Status Exchange visitors come to the United States for a specific period of time to participate in a particular program or activity, as described on their Form DS-2019.
  - Only J-1 exchange visitors may use Form DS-2019 for employment when such employment is part of their program Currently, the Department of State designates public and private entities to act as exchange sponsors for the following programs:

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITH SSN –PRESENTING LIST A DOCUMENTS – (CONTINUED)

<b>EXCHANGE VISITOR PROGRAMS</b>
SECONDARY STUDENT
ASSOCIATE DEGREE STUDENT
BACHELOR'S DEGREE STUDENT
MASTER'S DEGREE STUDENT
DOCTORAL STUDENT
NON-DEGREE STUDENT
STUDENT INTERN
TRAINEE (SPECIALTY)
TRAINEE (NON-SPECIALTY)
TEACHER
PROFESSOR
INTERNATIONAL VISITOR
ALIEN PHYSICIAN
GOVERNMENT VISITOR
RESEARCH SCHOLAR
SHORT-TERM SCHOLAR
SPECIALIST
CAMP COUNSELOR
SUMMER WORK/TRAVEL
AU PAIR
TRAINEE
INTERN

<b>Pilot Programs</b>
Summer work/travel: Australia
Summer work/travel: New Zealand
Intern work/travel: Ireland
Work/English Study/travel: South Korea

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITH SSN –PRESENTING LIST A DOCUMENTS – (CONTINUED)

- High school or secondary school students and international visitors are not authorized to work.
- Other J-1 students may be authorized by their responsible officer for part-time on-campus employment pursuant to the terms of a scholarship, fellowship, or assistantship or off-campus employment based on serious, urgent, unforeseen economic circumstances as authorized the responsible officer of the school. J-1 students may also be authorized for a maximum of 18 months (or, for PhD students, a maximum of 36 months) of academic training during or immediately after their studies J-1 academic training includes paid off-campus employment and/or unpaid internships that are part of a J-1 student's program of study.
- The J-1 student's responsible officer must authorize employment in writing for academic training. Special rules apply to student interns Employment for other J-1 exchange visitors is sometimes job- and site-specific or limited to a few months. For more information about these categories and their employment authorization, please contact the responsible officer whose name and telephone number are on Form DS-2019 or the U S Department of State's website at [www.exchanges.state.gov](http://www.exchanges.state.gov).

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITH SSN –PRESENTING LIST A DOCUMENTS – (CONTINUED)

- USCIS does not issue Employment Authorization Documents (Forms I-766) to J-1 exchange visitors. However, they are issued several other documents that, when presented in combination, are acceptable under List A of Form I-9: unexpired foreign passport, Form I-94/Form I-94A and Form DS-2019. If the employee presents this combination of documents when completing Form I-9, ensure that he or she enters his or her admission number from Form I-94/ I-94A in Section 1.
- You should enter in Section 2 (or Section 3 if reverifying) under List A the exchange visitor's:
  - Unexpired foreign passport number, issuing authority, and passport expiration date,
  - 11-digit Form I-94/Form I-94A number and its expiration date (including duration of status, which is indicated on the card as "D/S"), and the
  - Form DS-2019 number (SEVIS number (ex. N\_\_\_\_\_)) and expiration date of employment authorization listed on the form.

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITH SSN –PRESENTING LIST A DOCUMENTS – (CONTINUED)

- Some exchange visitors may extend their status If you have questions about any exchange visitor's continued employment authorization, contact the responsible officer whose name and telephone number are on Form DS-2019.
- Dependents of a J-1 exchange visitor are classified as J-2 nonimmigrants and are only authorized to work if USCIS has issued them an Employment Authorization Document (Form I-766) A J-2 nonimmigrant's foreign passport and Form I-94/Form I-94A are not evidence of identity and employment authorization for purposes of Form I-9.

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITH SSN –PRESENTING LIST A DOCUMENTS – (CONTINUED)

- **F-1 and M-1 Nonimmigrant Students**
  - Foreign students pursuing academic studies and/or language training programs are classified as F-1 nonimmigrants, while foreign students pursuing nonacademic or vocational studies are classified as M-1 nonimmigrants. Designated school officials at certified schools issue Form I-20, *Certificate of Eligibility for Nonimmigrant (F-1)/(M-1) Students*. F-1 nonimmigrant foreign students may be eligible to work under certain conditions.
  - There are several types of employment authorization for students, including:
    1. On-campus employment,
    2. Curricular practical training,
    3. Off-campus employment based on severe economic hardship,
    4. Employment sponsored by an international organization, and
    5. Optional practical training (OPT)

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITH SSN –PRESENTING LIST A DOCUMENTS – (CONTINUED)

- On-campus employment does not require designated school official or DHS approval but is limited to 20 hours a week when school is in session.
- On-campus employment must be performed on the school's premises (including on-location commercial firms that provide services for students on campus, such as the school bookstore or cafeteria), or at an off-campus location that is educationally affiliated with the school.
- Employment with on-site commercial firms, such as a construction company that builds a school building, is not deemed on-campus employment if it does not provide direct student services For more information about on-campus employment, you should contact the Student and Exchange Visitor Program (SEVP) at [www.ice.gov](http://www.ice.gov).

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITH SSN –PRESENTING LIST A DOCUMENTS – (CONTINUED)

- The F-1 student's unexpired foreign passport in combination with his or her Form I-94/Form I-94A and I-20 indicating F-1 nonimmigrant status would qualify as a List A document for Form I-9 purposes.
- Curricular practical training allows students to accept paid alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school. The curricular practical training program must be an integral part of the curriculum of the student's degree program. The designated school official must authorize curricular practical training.
- The following documents establish the student's identity and employment authorization for Form I-9 purposes and should be entered in Section 2 under List A of Form I-9:
  - The student's foreign passport;
  - Form I-20 with the designated school official's endorsement for employment on page 3; and
  - A valid Form I-94/Form I-94A indicating F-1 non-immigrant status.

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITH SSN –PRESENTING LIST A DOCUMENTS – (CONTINUED)

- Ensure that the student enters his or her admission number from Form I-94/Form I-94A in Section 1.
- For the other types of employment available to eligible foreign students, employment authorization must be granted by USCIS, and will be evidenced by an Employment Authorization Document (Form I-766) issued by USCIS.
- Border commuter students who enter the United States with an F-1 visa may only work as part of their curricular practical training or post-completion practical training.
- M-1 students may only accept employment if it is part of a practical training program after completion of their course of study USCIS will issue the Employment Authorization Document (Form I-766) with authorization granted for a maximum period of six months of full-time practical training, depending on the length of the students' full-time study.

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITH SSN –PRESENTING LIST A DOCUMENTS – (CONTINUED)

- The dependents of F-1 and M-1 foreign students will have an F-2 or M-2 visa and are not eligible for employment authorization

## Completing Section 1 of Form I-9 for Students in Curricular Practical Training

**Section 1. Employee Information and Attestation** *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Last Name (Family Name) Tres	First Name (Given Name) Michelle	Middle Initial S	Other Names Used (if any) N/A
Address (Street Number and Name) 789 N. Main Street	Apt. Number 2B	City or Town Collegeville	State MD
	Zip Code 12345		
Date of Birth (mm/dd/yyyy) 07/21/1994	U.S. Social Security Number 0000-00-0000	E-mail Address michelletres@email.com	Telephone Number (301) 123-4567

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

A citizen of the United States

A noncitizen national of the United States (See instructions)

A lawful permanent resident (Alien Registration Number/USCIS Number): \_\_\_\_\_

An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) 5\_\_\_\_\_. Some aliens may write "N/A" in this field. (See instructions)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: \_\_\_\_\_

OR

2. Form I-94 Admission Number: 0 0 0 0 0 0 0 0 0 0 0 0

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: #00XX00000 \_\_\_\_\_

Country of Issuance: France \_\_\_\_\_

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions)

3-D Barcode  
Do Not Write in This Space

1

2

Signature of Employee: *Michelle S. Tres*

Date (mm/dd/yyyy): 06/30/2013

- Student completes Section 1 and enters his or her 11-digit Form I-94/Form I-94A number
- Student signs and dates the form

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITH SSN –PRESENTING LIST A DOCUMENTS – (CONTINUED)

## Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information, document title, issuing authority, document number, and expiration date, if any.)

1 Employee Last Name, First Name and Middle Initial from Section 1: **Tres, Michelle S**

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title: French Passport		Document Title:		Document Title:
Issuing Authority: France		Issuing Authority:		Issuing Authority:
Document Number: #00XX00000		Document Number:		Document Number:
Expiration Date (if any)(mm/dd/yyyy): 05/13/2020		Expiration Date (if any)(mm/dd/yyyy):		Expiration Date (if any)(mm/dd/yyyy):
Document Title: I-94		3-D Barcode Do Not Write in This Space		
Issuing Authority: DHS				
Document Number: 0000000000				
Expiration Date (if any)(mm/dd/yyyy):				
Document Title: Form I-20				
Issuing Authority:				
Document Number: N000000000				
Expiration Date (if any)(mm/dd/yyyy): 06/30/2015				

### Certification

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

3 The employee's first day of employment (mm/dd/yyyy): **06/30/2013** (See instructions for exemptions.)

4 Signature of Employer or Authorized Representative: **Timothy Hardy** Date (mm/dd/yyyy): **07/01/2013** Title of Employer or Authorized Representative: **Store Manager**

Last Name (Family Name): **Hardy** First Name (Given Name): **Timothy** Employer's Business or Organization Name: **Campus Bookstore**

5 Employer's Business or Organization Address (Street Number and Name): **456 Campus Way** City or Town: **Collegeville** State: **MD** Zip Code: **12345**

## Completing Section 2 of Form I-9 for Students in Curricular Practical Training

1. Enter the student's name from Section 1 at the top of Section 2
2. Enter the student's foreign passport number, Form I-94/Form I-94A and Form I-20 that specifies that you are his or her approved employer as shown
3. Enter the date employment began
4. Employer or authorized representative attests to physically examining the documents provided by signing and dating the signature and date fields.
5. Enter the business name and address

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITH SSN –PRESENTING LIST A DOCUMENTS – (CONTINUED)

## **Optional Practical Training (OPT) for F-1 Students— EAD required**

- OPT provides practical experience in an F-1 academic student's major area of study. An F-1 academic student may engage in OPT while studying and may work up to 20 hours per week while school is in session and fulltime (20 or more hours per week) when school is not in session. After completing their course of study, students also may engage in OPT for work experience. USCIS may authorize an F-1 academic student to have up to 12 months of OPT upon completion of his or her degree program. Some F-1 students may be eligible for an extension of their OPT, as described below. The designated school official must update Form I-20 to show that he or she has recommended OPT and to show the date employment can begin OPT employment must be directly related to the student's field of study noted on Form I-20. The student cannot begin OPT until USCIS has granted his or her application for employment authorization.

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITH SSN –PRESENTING LIST A DOCUMENTS – (CONTINUED)

1

**Section 1. Employee Information and Attestation** (Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.)

Last Name (Family Name) Louis	First Name (Given Name) Paul	Middle Initial W	Other Names Used (if any) N/A	
Address (Street Number and Name) 123 University Street		Apt. Number F	City or Town Collegeville	State MD
Zip Code 12345	Date of Birth (mm/dd/yyyy) 03/02/1994	U.S. Social Security Number 000-00-0000	E-mail Address paullois@email.com	Telephone Number (301) 765-4321

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- A citizen of the United States
- A noncitizen national of the United States (See instructions)
- A lawful permanent resident (Alien Registration Number/USCIS Number): \_\_\_\_\_
- An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) 08/31/2015. Some aliens may write "N/A" in this field. (See instructions)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

- 1. Alien Registration Number/USCIS Number: 1 2 3 4 5 6 7 8 9
- OR**
- 2. Form I-94 Admission Number: \_\_\_\_\_



If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: \_\_\_\_\_  
Country of Issuance: \_\_\_\_\_

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions)

2

Signature of Employee: <u>Paul W. Louis</u>	Date (mm/dd/yyyy): <u>06/30/2013</u>
---	--------------------------------------

## Completing Section 1 of Form I-9 for F-1 Nonimmigrant Students with OPT

1. F-1 nonimmigrant student completes Section 1
2. Student signs and dates the form

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITH SSN –PRESENTING LIST A DOCUMENTS – (CONTINUED)

## Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)

1 Employee Last Name, First Name and Middle Initial from Section 1: Louis, Paul W

Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title: BAD		Document Title:		Document Title:
Issuing Authority: DHS		Issuing Authority:		Issuing Authority:
Document Number: XXXX000000000		Document Number:		Document Number:
Expiration Date (if any)(mm/dd/yyyy): 08/31/2015		Expiration Date (if any)(mm/dd/yyyy):		Expiration Date (if any)(mm/dd/yyyy):
Document Title:		3-D Barcode Do Not Write in This Space		
Issuing Authority:				
Document Number:				
Expiration Date (if any)(mm/dd/yyyy):				
Document Title:				
Issuing Authority:				
Document Number:				
Expiration Date (if any)(mm/dd/yyyy):				

### Certification

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

3 The employee's first day of employment (mm/dd/yyyy): 06/30/2013 (See instructions for exemptions.)

4 Signature of Employer or Authorized Representative: Timothy Hardy Date (mm/dd/yyyy): 06/30/2013 Title of Employer or Authorized Representative: Project Manager

Last Name (Family Name): Hardy First Name (Given Name): Timothy Employer's Business or Organization Name: Computer Technology, Inc.

5 Employer's Business or Organization Address (Street Number and Name): 456 Linux Avenue City or Town: Windowsville State: MD Zip Code: 12345

## Completing Section 2 of Form I-9 for F-1 Nonimmigrant Students with OPT

1. Enter the student's name from Section 1 at the top of Section 2
2. Enter the student's Employment Authorization Document (Form I-766) as shown
3. Enter date employment began
4. Employer or authorized representative attests to physically examining the documents provided by signing and dating the signature and date fields
5. Enter the business name and address

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITH SSN –PRESENTING LIST A DOCUMENTS – (CONTINUED)

## F-1 OPT STEM Extension

- An F-1 academic student who received a bachelor's, master's, or doctoral degree in science, technology, engineering, or mathematics (STEM) may apply for a one-time 17-month extension of his or her OPT. To qualify, a student must have completed a degree included in the DHS STEM Designated Degree Program List found on ICE's website at <http://www.ice.gov/sevis/stemlist.htm>. You must be enrolled in E-Verify in good standing and provide your E-Verify company identification number to the student for the student to apply to USCIS for the STEM extension using Form I-765, *Application for Employment Authorization*. A STEM student may change employers, but the new employer must be enrolled in E-Verify before the student begins work for pay.
- If the student's Employment Authorization Document (Form I-766) expires while his or her STEM extension application is pending, he or she is authorized to work until USCIS makes a decision on his or her application, but not more than 180 days from the date the student's initial OPT Employment Authorization Document (Form I-766) expires.

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITH SSN –PRESENTING LIST A DOCUMENTS – (CONTINUED)

- The student's expired Employment Authorization Document (Form I-766), together with his or her Form I-20 endorsed by the designated school official recommending the STEM extension are acceptable proof of identity and employment authorization for Form I-9 purposes. Enter these documents in Section 2 under List A of Form I-9. You should reverify employment authorization no later than 180 days from the expiration date of the previous Employment Authorization Document (Form I-766).

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITH SSN –PRESENTING LIST A DOCUMENTS – (CONTINUED)

## **H-1B Specialty Occupations**

- U S businesses use the H-1B program to temporarily employ foreign workers in a specialty occupation that requires theoretical or technical expertise in a certain field, such as science, engineering or computer programming. As a U.S. employer, you may submit a Form I-129, *Petition for a Nonimmigrant Worker*, to USCIS for nonimmigrants who have certain skills, provided those individuals meet established requirements. You must also include an approved Form ETA 9035, *Labor Certification Application*, with Form I-129.

## **A newly hired employee with H-1B classification**

- If USCIS approves your petition, you will receive Form I-797, Notice of Approval, from USCIS, which indicates that the foreign worker has been approved for H-1B status. Once your employee begins working for you, you must complete a Form I-9 for this employee.

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITH SSN –PRESENTING LIST A DOCUMENTS – (CONTINUED)

## **H-1B continuing employment with the same employer**

- For an H-1B worker to continue working for you beyond the expiration of his or her current H-1B status, indicated by the expiration date on his or her Form I-94/Form I-94A, you must request an extension of stay before his or her H-1B status expires. Upon submitting a timely filed Form I-129 petition seeking an extension of the employee's status to USCIS, the employee is authorized to continue to work while the petition is being processed for a period not to exceed 240 days, or until USCIS denies your petition, whichever comes first. Write "240- Day Ext " and enter the date you submitted Form I-129 to USCIS in comments section. You must reverify the employee's employment authorization in Section 3 once you receive a decision on the H-1B petition or by the end of the 240-day period, whichever comes first.
- See *Completing Form I-9 for Nonimmigrant Categories when Requesting Extensions of Stay* below.

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITH SSN –PRESENTING LIST A DOCUMENTS – (CONTINUED)

## H-1B employees changing employers (porting)

- Under the American Competitiveness Act in the Twenty- First Century (AC-21), an H-1B employee who is changing employers within the H-1B program may begin working for you as soon as you file a Form I-129 petition on his or her behalf. To qualify for AC-21 benefits, the new petition must not be frivolous and must have been filed prior to the expiration of the individual’s period of authorized stay. You must complete a new Form I-9 for this newly hired employee. An H-1B employee’s Form I-94/Form I-94A issued for employment with the previous employer, along with his or her foreign passport, would qualify as a List A document. You should write “AC-21” and enter the date you submitted Form I-129 to USCIS in comments section next to Section 2. See *Completing Form I-9 for Nonimmigrant Categories when Requesting Extensions of Stay* below. For more information about employing H-1B workers, please visit [www.uscis.gov](http://www.uscis.gov).

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITH SSN

## Electronic I-94

Non US citizens who have entered the US at an airport or sea port, will not be given a paper I-94 form as they have in the past. They will need to access and print it from the Customs and Border Protection website, [www.cbp.gov/i94](http://www.cbp.gov/i94)



U.S. Customs and Border Protection  
Securing America's Borders

**Admission (I-94) Number Retrieval**

Admission (I-94) Record Number: 69000888062

Admit Until Date (MM/DD/YYYY): 10/10/2012

Details provided on Admission(I-94) form:

Family Name:	LI
First (Given) Name:	LYDIA
Birth Date (MM/DD/YYYY):	01/01/1990
Passport Number:	P123123213
Passport Country of Issuance:	Mexico
Date of Entry (MM/DD/YYYY):	04/11/2012
Class of Admission:	B1

Individuals can visit [www.cbp.gov/I94](http://www.cbp.gov/I94) to retrieve a copy of their electronic Form I-94.

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITH SSN – (CONTINUED)

- Complete the agreement section
- Click “continue”

## Section 2 Employer Signature

**Employer Review**

Please review the following information as it was entered. You can make changes to the information by clicking on the links below the information.  
After verifying that the information is correct, complete the signature block at the bottom of the page.

[X] Corrected (N/A)

**Name:** Adam Adams  
**Other Name (last):**  
**U.S. Social Security Number:** 000-02-1112  
**Date of Birth:** 01/01/1984  
**Address:** 123 Main St  
City, CA 90032

**E-mail Address:**  
**Telephone Number:**  
**Employment Date:** 04/17/2013  
**Work Status:** An alien authorized to work

**Alien Registration Number/USCIS Number:**  
I-94 #: 1234567890  
**Alien Work Start Date:** 03/02/2017  
**Foreign Passport Number:** 74329487  
**Country of Issuance:** Iran - I7A  
**Obtained I-94 from USCIS:**

**Group Name:**  
**Location (last 3 yrs):** [Change Information](#)

**ICA exempt? (Y/N):**  
**Visa Type (I-1):**  
**TRK#:**

**Document Information Summary**

**I-94 document:** Foreign Passport with I-94 or I-94A and I-20

**Document Title:** Foreign Passport  
**Issuing authority (country):** Iran - I7A  
**Passport #:** 17043748  
**Passport expiration date (mm/dd/yyyy):** 03/23/2018  
**Document Title:** I-94 or I-94A  
I-94 #: 1234567890  
**I-94 expiration date (mm/dd/yyyy):** 03/02/2017  
**Document Title:** I-20  
I-20 #: 7383885  
**I-20 expiration date (mm/dd/yyyy):** 04/01/2018

**Employer Electronic Signature:** [Sign](#) | [Sign/In](#)

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above named employee, (2) the document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States. The employee's first day of employment (mm/dd/yyyy): 4/17/2013

I also attest to the following:

- I understand the employee's work authorization may be verified electronically with the United States government.
- If the employee's work authorization is verified with the United States government, I authorize my Section 2 electronic signature to be automatically sorted to the documents provided to the employee should the employee contact/hot contact the verification results.
- I am not using government seal/signatures for pre-existing business or discriminatory against any employee who receives a tentative nonconfirmation response.

I have read and agree with the certification statement above.

I have read and agree with the certification statement above.

**Enter Password:**

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITH SSN – (CONTINUED)

- If the employee is not able to complete Section 1 in [www.newi9.com](http://www.newi9.com) unassisted
  - If the I-9 user serves as a translator, they must complete the Preparer and / or Translator Certification section.
  - A parent or guardian can complete Section 1 and the Preparer and / or Translator Certification section for a minor under 18 years of age.

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITH SSN – (CONTINUED)

- The employee reviews all of the information entered for him/her.
- The employee reads and completes the electronic signature statement

# INSTRUCTIONS FOR I-9 USER FOR NON-US CITIZEN WITHOUT SSN – (CONTINUED)

- The I-9 user completes Section 1 with the employee
  - The employee must report to the appropriate divisional HR office or academic department.
  - For School of Medicine only – all non-US citizens without a SSN must report to the Office of International Student, Faculty and Staff Services (OIS).
- Social Security Number
  - Because JHU is an E-Verify employer, all employees must enter a valid social security number. A non US citizen employee who has applied for, but not received a social security number must complete section 1 with an I-9 User.
- Complete Section 1 of the Form I-9
  - Name should match the name on the I-94
  - A Post Office Box cannot be used for an address
  - Must be U.S. address or address for border commuters from Mexico or Canada
  - I-9 user clicks “SSN Applied For” radio button
  - E-mail and phone number are optional; must enter N/A
- Select from the location menu
  - Non-US Citizen faculty, staff and student



The image shows a screenshot of a web form titled "U.S. Social Security Number". It features a text input field for the SSN, a radio button labeled "SSN Applied For" which is selected, and a radio button labeled "Not Applicable" which is unselected.

# INSTRUCTIONS FOR I-9 USER FOR NON-US CITIZEN WITHOUT SSN – (CONTINUED)

**Employment Eligibility Verification** USCIS  
**Department of Homeland Security** Form I-9  
 U.S. Citizenship and Immigration Services OMB No. 1615-0047  
 Expires 03/31/2016

▶ **START HERE.** Read instructions carefully before completing this form. The instructions must be available during completion of this form. **ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

( English | [Español](#) ) [I-9 Instructions](#) [I-9 Instrucciones](#)

**Section 1. Employee Information and Attestation** *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Does the employee qualify for special placement?  Yes  No [What's This?](#)

Last Name (Family Name)	First Name (Given Name)	Middle Initial	Other names used (if any)	
[Redacted]	[Redacted]	[Redacted]	[Redacted]	
Address (Street Number and Name)	Apt. Number	City or Town	State	Zip Code
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number <input type="radio"/> SSN Applied For	E-mail Address (optional)	Telephone Number (optional)	
[Redacted]	[Redacted]	[Redacted]	[Redacted]	
Location				
[Redacted]				
Employment Date (mm/dd/yyyy)				
[Redacted]				

Enter full legal name

- If you have two last names include both in last name field
- If last names are hyphenated, include the hyphen.
- If you have two first names, include both.
- If you only have one name, enter that name into the last name field. Enter “unknown” in the first name field.
- Enter your middle initial. Enter “N/A” if you have no middle initial.

Other names used

- Maiden name
- Any other legal name you may have used
- “N/A” if no other name or maiden name

# INSTRUCTIONS FOR I-9 USER FOR NON-US CITIZEN WITHOUT SSN – (CONTINUED)



**Employment Eligibility Verification** USCIS  
**Department of Homeland Security** Form I-9  
 U.S. Citizenship and Immigration Services OMB No. 1615-0047  
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( English | Español ) [I-9 Instructions](#) [I-9 Instrucciones](#)

**Section 1. Employee Information and Attestation** *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Does the employee qualify for special placement?  Yes  No [What's This?](#)

Last Name (Family Name) First Name (Given Name) Middle Initial Other names used (if any)

Address (Street Number and Name) Apt. Number City or Town State Zip Code

Date of Birth U.S. Social Security Number E-mail Address Telephone Number

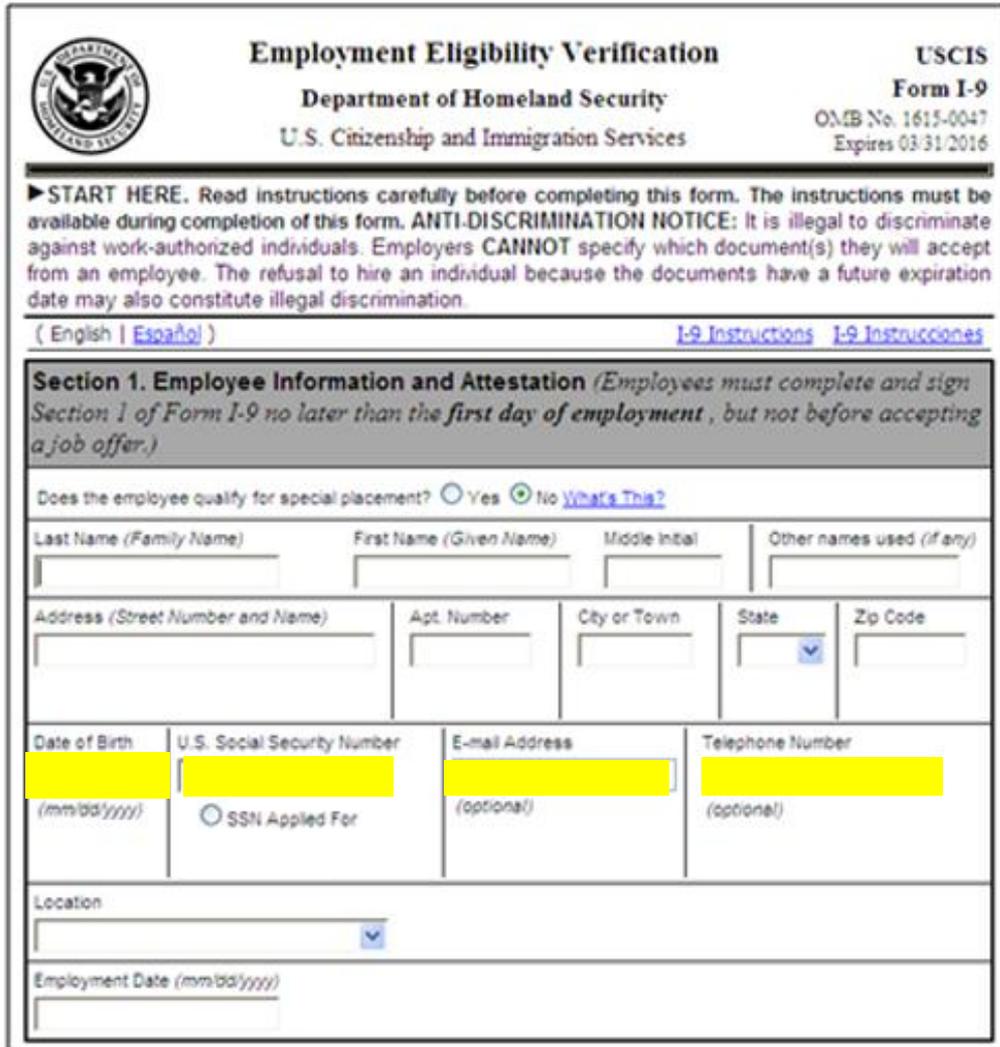
Location

Employment Date (mm/dd/yyyy)

## Address

- Enter your home address.
- Enter “N/A” if you have no apt number
- You may not enter a PO box number
- If you have no street address, enter a description of the location of your residence (intersecting streets)
- Must be U.S. address or address for border commuters from Mexico or Canada

# INSTRUCTIONS FOR I-9 USER FOR NON-US CITIZEN WITHOUT SSN – (CONTINUED)



**Employment Eligibility Verification** USCIS  
Department of Homeland Security Form I-9  
U.S. Citizenship and Immigration Services OMB No. 1615-0047  
Expires 03/31/2016

▶ **START HERE.** Read instructions carefully before completing this form. The instructions must be available during completion of this form. **ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

( English | Español ) [I-9 Instructions](#) [I-9 Instrucciones](#)

**Section 1. Employee Information and Attestation** (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Does the employee qualify for special placement?  Yes  No [What's This?](#)

Last Name (Family Name)	First Name (Given Name)	Middle Initial	Other names used (if any)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Address (Street Number and Name)	Apt. Number	City or Town	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number <input type="text"/> <input type="radio"/> SSN Applied For	E-mail Address (optional) <input type="text"/>	Telephone Number (optional) <input type="text"/>	
Location <input type="text"/>				
Employment Date (mm/dd/yyyy) <input type="text"/>				

Date of Birth

- Enter date of birth

U.S. Social Security Number

- Must be entered
- **Non-U.S. citizens who have not received a SSN must complete Section 1 with a designated I-9 user – link to slide SSN applied for**

E-mail and telephone number

- Entering information is voluntary
- If no information provided, enter “N/A”

# INSTRUCTIONS FOR I-9 USER FOR NON-US CITIZEN WITHOUT SSN – (CONTINUED)



**Employment Eligibility Verification** USCIS  
**Form I-9**  
 Department of Homeland Security  
 U.S. Citizenship and Immigration Services  
 OMB No. 1615-0047  
 Expires 03/31/2016

▶ **START HERE.** Read instructions carefully before completing this form. The instructions must be available during completion of this form. **ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

( English | Español ) [I-9 Instructions](#) [I-9 Instrucciones](#)

**Section 1. Employee Information and Attestation** *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Does the employee qualify for special placement?  Yes  No [What's This?](#)

Last Name (Family Name) First Name (Given Name) Middle Initial Other names used (if any)

Address (Street Number and Name) Apt. Number City or Town State Zip Code

Date of Birth U.S. Social Security Number E-mail Address Telephone Number

(mm/dd/yyyy)  SSN Applied For (optional) (optional)

Location

Employment Date (mm/dd/yyyy)

## Location

- Non-US Citizen faculty, staff and student

## Employment Date

- If the employee has been offered and accepted a position, but has not yet started to work, use the current date or a future hire date if it has been determined.
- If the employee has started to work, the hire date in SAP must be used.
- Select “SSN Applied For” radio button

# INSTRUCTIONS FOR I-9 USER FOR NON-US CITIZEN WITHOUT SSN – (CONTINUED)

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following) :

A citizen of the United States

A noncitizen national of the United States (see instructions)

A lawful permanent resident (Alien Registration Number/USCIS Number):

An alien authorized to work until (expiration date, if applicable, mm/dd/yy):

Employee is an alien whose work authorization does not expire or has no specific expiration date for their employment authorization

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number.

1. Alien Registration Number/USCIS Number:

**OR**

2. Form I-94 Admission:

If you obtained your admission number (Form I-94) from CBP (Customs and Border Protection) in connection with your arrival in the United States, include the following :

Foreign Passport Number:

Country of Issuance:

Employee obtained Form I-94/I-94A number within the U.S. or entered the U.S. without a foreign passport (see instructions)

**Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.) (Auto-Fill | Clear)**

Last Name (Family Name)  First Name (Given Name)

Address (Street Number and Name)

City or Town  State  Zip Code

By checking this box, I, as an employer representative, authorize the minimum and maximum age requirements to be waived allowing this individual to be employed.

A noncitizen national of the United States

- A noncitizen national of the United States is a person born in America Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen national born abroad.
- **This category has a very limited population, and I-9 Users who have an employee who has made this selection should make sure that it is accurate.**
- No further information is needed and the employee will click “Continue” at the bottom of the screen.

# INSTRUCTIONS FOR I-9 USER FOR NON-US CITIZEN WITHOUT SSN – (CONTINUED)

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

A citizen of the United States

A noncitizen national of the United States (see instructions)

A lawful permanent resident (Alien Registration Number/USCIS Number):

An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy):

Employee is an alien whose work authorization does not expire or has no specific expiration date for their employment authorization

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number:

**OR**

2. Form I-94 Admission:

If you obtained your admission number (Form I-94) from CBP (Customs and Border Protection) in connection with your arrival in the United States, include the following:

Foreign Passport Number:

Country of Issuance:

Employee obtained Form I-94/I-94A number within the U.S. or entered the U.S. without a foreign passport (see instructions)

**Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.) (Auto-Fill | Clear)**

Last Name (Family Name)  First Name (Given Name)

Address (Street Number and Name)

City or Town  State  Zip Code

By checking this box, I, as an employer representative, authorize the minimum and maximum age requirements to be waived allowing this individual to be employed.

## Lawful permanent resident

- An employee who is not a US citizen who resides in the US under legally recognized and lawfully recorded permanent residence as an immigrant.
- Click the radio button opposite “A lawful permanent resident”
- Enter your Alien Registration Number
- The employee may enter either their Alien Registration Number (A-Number) or USCIS Number in the field. At this time, the USCIS Number is the same as the A-Number without the “A” prefix.
- No further information is needed and the employee will click “Continue” at the bottom of the screen.

# INSTRUCTIONS FOR I-9 USER FOR NON-US CITIZEN WITHOUT SSN – (CONTINUED)

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following) :

A citizen of the United States

A noncitizen national of the United States (see instructions)

A lawful permanent resident (Alien Registration Number/USCIS Number: )

An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy):

Employee is an alien whose work authorization does not expire or has no specific expiration date for their employment authorization

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number.

1. Alien Registration Number/USCIS Number :

**OR**

2. Form I-94 Admission :

If you obtained your admission number (Form I-94) from CBP (Customs and Border Protection) in connection with your arrival in the United States, include the following :

Foreign Passport Number :

Country of Issuance :

Employee obtained Form I-94/I-94A number within the U.S. or entered the U.S. without a foreign passport (see instructions)

**Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.) (Auto-Fill | Clear)**

Last Name (Family Name)  First Name (Given Name)

Address (Street Number and Name)

City or Town  State  Zip Code

By checking this box, I, as an employer representative, authorize the minimum and maximum age requirements to be waived allowing this individual to be employed.

## Alien authorized to work

- An employee who is not a citizen or national of the United States, or a lawful permanent resident, but is authorized to work in the US.
- Click the radio button next to “An alien authorized to work”
- Enter the date that work authorization expires in the box next to “(expiration date if applicable, mm/dd/yyyy)”.
- If the employee has no expiration date (refugees, asylees, and certain others), check the box next to “Employee is an alien whose work authorization does not expire or has no specific expiration date for their employment authorization”.

# INSTRUCTIONS FOR I-9 USER FOR NON-US CITIZEN WITHOUT SSN – (CONTINUED)

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following) :

A citizen of the United States

A noncitizen national of the United States (see instructions)

A lawful permanent resident (Alien Registration Number/USCIS Number):

An alien authorized to work until (expiration date, if applicable, mm/dd/yy):

Employee is an alien whose work authorization does not expire or has no specific expiration date for their employment authorization

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number.

1. Alien Registration Number/USCIS Number

**OR**

2. Form I-94 Admission:

If you obtained your admission number (Form I-94) from CBP (Customs and Border Protection) in connection with your arrival in the United States, include the following :

Foreign Passport Number:

Country of Issuance:

Employee obtained Form I-94I-94A number within the U.S. or entered the U.S. without a foreign passport (see instructions)

**Preparer and/or Translator Certification** (To be completed and signed if Section 1 is prepared by a person other than the employee.) (Auto-Fill | Clear)

Last Name (Family Name)  First Name (Given Name)

Address (Street Number and Name)

City or Town  State  Zip Code

By checking this box, I, as an employer representative, authorize the minimum and maximum age requirements to be waived allowing this individual to be employed.

- An alien authorized to work who has obtained their Alien Registration Number/USCIS Number completes #1.
- The employee may enter either their Alien Registration Number (A-Number) or USCIS Number in the field. At this time the USCIS Number is the same as the A-Number without the “A” prefix.
- No other information needs to be entered in this part of Section 1
- Click “Continue”

# INSTRUCTIONS FOR I-9 USER FOR NON-US CITIZEN WITHOUT SSN – (CONTINUED)

- An alien authorized to work who has not received an Alien Authorization Number/USCIS Number completes #2.
- Enter the I-94 Number
  - **\*\*Beginning April 30, 2013, persons entering the US through air or sea will no longer receive a paper I-94. Foreign visitors will be able to print a paper I-94 from [www.cbp.gov/I94](http://www.cbp.gov/I94)**
- Enter the foreign Passport Number
- Click “Continue”

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

A citizen of the United States

A noncitizen national of the United States (see instructions)

A lawful permanent resident (Alien Registration Number/USCIS Number):

An alien authorized to work until (expiration date, if applicable, mm/dd/yy):

Employee is an alien whose work authorization does not expire or has no specific expiration date for their employment authorization

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number:

**OR**

2. Form I-94 Admission:

If you obtained your admission number (Form I-94) from CBP (Customs and Border Protection) in connection with your arrival in the United States, include the following:

Foreign Passport Number:

Country of Issuance:

Employee obtained Form I-94/I-94A number within the U.S. or entered the U.S. without a foreign passport (see instructions)

**Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.) (Auto-Fill) (Clear)**

Last Name (Family Name)  First Name (Given Name)

Address (Street Number and Name)

City or Town  State  Zip Code

By checking this box, I, as an employer representative, authorize the minimum and maximum age requirements to be waived allowing this individual to be employed.

**OR**

2. Form I-94 Admission:

If you obtained your admission number (Form I-94) from CBP (Customs and Border Protection) in connection with your arrival in the United States, include the following:

Foreign Passport Number:

Country of Issuance:

Employee obtained Form I-94/I-94A number within the U.S. or entered the U.S. without a foreign passport (see instructions)

# INSTRUCTIONS FOR I-9 USER FOR NON-US CITIZEN WITHOUT SSN – (CONTINUED)

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following) :

A citizen of the United States

A noncitizen national of the United States (see instructions)

A lawful permanent resident (Alien Registration Number/USCIS Number):

An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy):

Employee is an alien whose work authorization does not expire or has no specific expiration date for their employment authorization

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number.

1. Alien Registration Number/USCIS Number:

**OR**

2. Form I-94 Admission

If you obtained your admission number (Form I-94) from CBP (Customs and Border Protection) in connection with your arrival in the United States, include the following :

Foreign Passport Number:

Country of Issuance:

Employee obtained Form I-94/I-94A number within the U.S. or entered the U.S. without a foreign passport (see instructions)

**Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.) (Auto-Fill | Clear)**

Last Name (Family Name)  First Name (Given Name)

Address (Street Number and Name)

City or Town  State  Zip Code

By checking this box, I, as an employer representative, authorize the minimum and maximum age requirements to be waived allowing this individual to be employed.

Some employees may have obtained their admission number from USCIS within the US, or entered without a foreign passport. Those employees should check the box at the bottom of #2 indicating this, and leave the foreign passport and Country of Issuance fields blank.

- Click “Continue” unless employee had assistance completing Section 1 of the form
- **If employee had assistance you must fill out the Preparer/Translator Certification before clicking “Continue”**

# INSTRUCTIONS FOR I-9 USER FOR NON-US CITIZEN WITHOUT SSN – (CONTINUED)

- When the I-9 user completes Section 1 for a non-U.S. Citizen without SSN, this section will be prepopulated with the I-9 user's information.
- The default address is 1101 E. 33<sup>rd</sup> Street, Baltimore, MD 21218 – DO NOT CHANGE

<b>Preparer and/or Translator Certification</b> <i>(To be completed and signed if Section 1 is prepared by a person other than the employee.)</i>		
Last Name <i>(Family Name)</i>	First Name <i>(Given Name)</i>	
<input type="text"/>	<input type="text"/>	
Address <i>(Street Number and Name)</i>		
<input type="text"/>		
City or Town	State	Zip Code
<input type="text"/>	<input type="text"/> ▼	<input type="text"/>

# INSTRUCTIONS FOR I-9 USER FOR NON-US CITIZEN WITHOUT SSN – (CONTINUED)

**Name:** jldkja d attakjd;k  
**Other Names Used:** jdkjl  
**U.S. Social Security Number:** 111-11-1111  
**Date of Birth:** 01/11/1971  
**Address:** n/a Apt na  
na, IA 21214  
**E-mail Address:** na  
**Telephone Number:** na  
**Hire Date:** 06/01/2013  
**Work Status:** A Citizen of the United States  
**Alien Registration Number/USCIS Number:**  
**I-94 #:**  
**Alien Work Until Date:**  
**Foreign Passport Number:**  
**Country of Issuance:**  
**Obtained I-94 from USCIS:**

[Change Information](#)

## Preparer Summary

**Preparer Last Name:** na  
**Preparer First Name:** na  
**Preparer Address:** na, na, OH 21214

[Change Information](#)

## Preparer Electronic Signature [\(English | Español\)](#)

By checking this checkbox I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Back

Cancel

Continue

[Terms and Conditions](#)

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# INSTRUCTIONS FOR I-9 USER FOR NON-US CITIZEN WITHOUT SSN – (CONTINUED)

**Employee Review**

( English | Español ) [I-9 Instructions](#) [I-9 Instrucciones](#)

This information should be reviewed and completed by the employee who prepared the I-9 form.

After verifying that the information is correct, complete the signature block at the bottom of the page. You can make changes to the information by clicking on the link below the information.

**Name:** Austin Barrymore

**Other Names Used:**

**U.S. Social Security Number:** 987-00-6789

**Date of Birth:** 04/01/1970

**Address:** 107 N Main St  
St. Louis, MO 63146

**E-mail Address:**

**Telephone Number:**

**Employment Date:**

**Work Status:** A Citizen of the United States

**Alien Registration Number/USCIS Number:**

**I-94 #:**

**Alien Work Until Date:**

**Foreign Passport Number:**

**Country of Issuance:**

**Obtained I-94 from USCIS:**

**Employee Electronic Signature** (English | Español)

By checking this checkbox I attest to the following:

- I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.
- I understand that the employer may electronically verify my work authorization with the United States government.
- If my work authorization is verified with the United States government, I authorize my Section 1 electronic signature to be automatically applied to the documents the employer will provide me should I contest/not contest the verification results.

[Change Information](#)

Employees should review all of their information.

Changes can be made if needed by clicking “Change Information”

Employees should read the attestation statements.

Click the check box

Click “Continue”

The Electronic Signature is available in Spanish

# INSTRUCTIONS FOR I-9 USER FOR NON-US CITIZEN WITHOUT SSN – (CONTINUED)

- There will be a message that includes a list of documents (unexpired) to be presented.
- Employee selects the document/s to present to complete the Form I-9.
- The employer cannot determine or specify the documents the employee presents
- The University designated I-9 user must physically examine each original **unexpired** document the employee presents to determine if it reasonably appears to be genuine and relates to the person presenting it. The designated I-9 user and the employee must both be physically present during the examination of the employee's documents.
- An employee's citizenship status will determine the acceptable documents that can be presented.
  - If a List A document(s) is selected, you cannot accept documents from List B or List C.
  - If a document from List B is selected, you will also need a document from List C, and vice versa, but no document from List A.
- Any document from List B **MUST** bear a photograph.

# INSTRUCTIONS FOR I-9 USER FOR NON-US CITIZEN WITHOUT SSN – (CONTINUED)

- Beginning October 31, 2010, only certified copies of Puerto Rico birth certificates issued on or after July 1, 2010, are acceptable for Form I-9 purposes. Beginning October 31, 2010, if an employee presents for List C a birth certificate issued by the Vital Statistics Office of the Commonwealth of Puerto Rico, the I-9 user must look at the date that the certified copy of the birth certificate was issued to ensure that it is still valid.
- Enter the document(s) information including the issuing authority, and the document number and expiration date, if any. *Additional information about acceptable documents can be found on the [I-9 Central](#) website.*
- The employee selection of a Form 551 Permanent Resident Card, Form I-766 Employment Authorization Document or a Florida, Iowa, Idaho, North Dakota or Mississippi driver's license will require the I-9 user to make a copy of that document.
- Electronically sign the I-9 form.
- An employee who wishes to present a document that has been lost, stolen, or damaged must present a receipt for the replacement of the document from the granting agency within three (3) days of the first day of work for pay. The replacement document must be presented within 90 days. **Refer to slide 53**

# INSTRUCTIONS FOR I-9 USER FOR NON-US CITIZEN WITHOUT SSN – (CONTINUED)

The screenshot shows the 'Section 2: Employer Review and Verification' part of the I-9 form. On the left is a navigation menu with options: 'Main Menu', 'New I-9', 'Updated I-9', 'Search for Employees', 'Reports', 'Administration', and 'Help'. The main content area has a red header with the section title. Below the header, there are instructions: 'Please enter the employment information and the document(s) presented by the employee. The employee must provide a photo ID to prove their identity.' There are two input fields: 'Hire Date' with the value '7/1/2013' and 'Location' with a dropdown menu. Below these are two links: 'Change Section 1 Information' and 'View and Print Employee Receipt'. A section titled 'Select the set of document(s) presented by the employee:' follows, with instructions: 'The employee must prove their identity and authorization to work in the United States by presenting to the employer either 1 List A -OR- 1 List B and 1 List C document. A receipt indicating that an individual has applied for an initial Employment Authorization Document (Form I-766) or for an extension of an expiring Form I-766 is NOT ACCEPTABLE proof of employment authorization for Form I-9. Receipts are NEVER ACCEPTABLE if employment lasts fewer than three business days.' There are three radio button options: 'List A', 'List B and C', and 'Employee terminated before completing I-9'. Under 'List A', there is a field 'List A proves identity AND work authorization:' with a dropdown menu and a 'Receipt (e.g., replacement) what's that?' link. Under 'List B and C', there are two fields: 'List B proves identity:' and 'List C proves work authorization:', each with a dropdown menu and a 'Receipt (e.g., replacement) what's that?' link.

- Select the appropriate documents

# INSTRUCTIONS FOR I-9 USER FOR NON-US CITIZEN WITHOUT SSN – (CONTINUED)

## Section 2 - Employer Review and Verification

The employer must examine the document(s) presented by the employee and record the issuing authority, document number, and document expiration date, if any.

---

### List A document - Foreign Passport with I-94 or I-94A and I-20

#### Issuing authority (country):

Choose the Issuing Authority on the Foreign Passport... ▼

[Sample Document](#)

#### Passport #:

#### Passport expiration date (mm/dd/yyyy):

#### I-94 #:

The number on the document is the same

#### I-94 expiration date (mm/dd/yyyy):

- Document has an expiration date  
 The document does not have an expiration date  
 Document states 'D/S'

#### I-20 #:

#### I-20 expiration date (mm/dd/yyyy):

# INSTRUCTIONS FOR I-9 USER FOR NON-US CITIZEN WITHOUT SSN – (CONTINUED)

Lawful Permanent Resident can present

- Permanent Resident Card or Alien Registration Receipt Card (Form I-551), OR
- Foreign passport with temporary I-551 stamp or printed notation on a MRIV

An Alien Authorized to Work can present

- Employment Authorization Document (Form I-766), AND
- Foreign passport with Arrival/Departure Record (Form I-94)
- Note: Some individuals who present these List A documents, such as certain nonimmigrant students and exchange visitors, must also present additional documentation in order to prove their work authorization in the United States.
- Insert info from Employer Handbook 14-21

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITHOUT SSN

## Electronic I-94

Non US citizens who have entered the US at an airport or sea port, will not be given a paper I-94 form as they have in the past. They will need to access and print it from the Customs and Border Protection website, [www.cbp.gov/i94](http://www.cbp.gov/i94)



U.S. Customs and Border Protection  
Securing America's Borders

**Admission (I-94) Number Retrieval**

Admission (I-94) Record Number: 69000888062

Admit Until Date (MM/DD/YYYY): 10/10/2012

Details provided on Admission(I-94) form:

Family Name:	LI
First (Given) Name:	LYDIA
Birth Date (MM/DD/YYYY):	01/01/1990
Passport Number:	P123123213
Passport Country of Issuance:	Mexico
Date of Entry (MM/DD/YYYY):	04/11/2012
Class of Admission:	B1

Individuals can visit [www.cbp.gov/I94](http://www.cbp.gov/I94) to retrieve a copy of their electronic Form I-94.

# INSTRUCTIONS FOR I-9 USER FOR NON-US CITIZEN WITHOUT SSN – (CONTINUED)

Foreign passport with Form I-94 or Form I-94A, Arrival/Departure Report bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status that authorizes such alien to work for a specific employer incident to this status.

This document may only be used if the period of endorsement has not yet expired and the proposed employment does not conflict with any restrictions or limitations listed on Form I-94 or I-94A, Arrival/Departure Report .

# INSTRUCTIONS FOR I-9 USER FOR NON-US CITIZEN WITHOUT SSN – (CONTINUED)

## **Foreign Students in F-1 Nonimmigrant Status Participating in Curricular Practical Training**

Curricular practical training allows students to accept paid alternative work/study, internships, cooperative education or any other type of required internship or practicum that employers offer through cooperative agreements with the student's school. The training must be related to the student's field of study. A student may begin curricular practical training after the Designated School Official has completed the Form I-20, Certificate of Eligibility for F-1 Students Status endorsement page. The DSO-endorsed Form I-20, Certificate of Eligibility for F-1 Students Status together with the student's Form I-94/94A indicating F-1 nonimmigrant status is evidence of employment authorization.

For Form I-9 purposes, the combination of the following documents is considered a List A document, evidencing both identity and employment authorization:

The student's unexpired foreign passport

Form I-20 with the Designated School Official's endorsement for employment on page 3

A valid Form I-94 or I-94A, Arrival/Departure Report indicating F-1 nonimmigrant status

# INSTRUCTIONS FOR I-9 USER FOR NON-US CITIZEN WITHOUT SSN – (CONTINUED)

For a list of acceptable List B and C documents to be presented, please see [Citizenship Status/Document Matrix](#) on the USCIS website.  
Complete the required fields. Click continue

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITHOUT SSN –PRESENTING LIST A DOCUMENTS – (CONTINUED)

## **Exchange Visitors and Students**

- Each year thousands of exchange visitors, international students, and their dependents come to the United States to study and work.
- **Exchange Visitors (J-1s)**
  - The Department of State administers the exchange visitor program and designates exchange visitor program sponsors. Responsible officers within the program issue Form DS-2019, Certificate of Eligibility for Exchange Visitor (J-1) Status Exchange visitors come to the United States for a specific period of time to participate in a particular program or activity, as described on their Form DS-2019.
  - Only J-1 exchange visitors may use Form DS-2019 for employment when such employment is part of their program Currently, the Department of State designates public and private entities to act as exchange sponsors for the following programs:

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITHOUT SSN –PRESENTING LIST A DOCUMENTS – (CONTINUED)

<b>EXCHANGE VISITOR PROGRAMS</b>
SECONDARY STUDENT
ASSOCIATE DEGREE STUDENT
BACHELOR'S DEGREE STUDENT
MASTER'S DEGREE STUDENT
DOCTORAL STUDENT
NON-DEGREE STUDENT
STUDENT INTERN
TRAINEE (SPECIALTY)
TRAINEE (NON-SPECIALTY)
TEACHER
PROFESSOR
INTERNATIONAL VISITOR
ALIEN PHYSICIAN
GOVERNMENT VISITOR
RESEARCH SCHOLAR
SHORT-TERM SCHOLAR
SPECIALIST
CAMP COUNSELOR
SUMMER WORK/TRAVEL
AU PAIR
TRAINEE
INTERN

<b>Pilot Programs</b>
Summer work/travel: Australia
Summer work/travel: New Zealand
Intern work/travel: Ireland
Work/English Study/travel: South Korea

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITHOUT SSN –PRESENTING LIST A DOCUMENTS – (CONTINUED)

- High school or secondary school students and international visitors are not authorized to work.
- Other J-1 students may be authorized by their responsible officer for part-time on-campus employment pursuant to the terms of a scholarship, fellowship, or assistantship or off-campus employment based on serious, urgent, unforeseen economic circumstances as authorized the responsible officer of the school. J-1 students may also be authorized for a maximum of 18 months (or, for PhD students, a maximum of 36 months) of academic training during or immediately after their studies J-1 academic training includes paid off-campus employment and/or unpaid internships that are part of a J-1 student's program of study.
- The J-1 student's responsible officer must authorize employment in writing for academic training. Special rules apply to student interns Employment for other J-1 exchange visitors is sometimes job- and site-specific or limited to a few months. For more information about these categories and their employment authorization, please contact the responsible officer whose name and telephone number are on Form DS-2019 or the U S Department of State's website at [www.exchanges.state.gov](http://www.exchanges.state.gov).

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITHOUT SSN –PRESENTING LIST A DOCUMENTS – (CONTINUED)

- USCIS does not issue Employment Authorization Documents (Forms I-766) to J-1 exchange visitors. However, they are issued several other documents that, when presented in combination, are acceptable under List A of Form I-9: unexpired foreign passport, Form I-94/Form I-94A and Form DS-2019. If the employee presents this combination of documents when completing Form I-9, ensure that he or she enters his or her admission number from Form I-94/ I-94A in Section 1.
- You should enter in Section 2 (or Section 3 if reverifying) under List A the exchange visitor's:
  - Unexpired foreign passport number, issuing authority, and passport expiration date,
  - 11-digit Form I-94/Form I-94A number and its expiration date (including duration of status, which is indicated on the card as "D/S"), and the
  - Form DS-2019 number (SEVIS number (ex. N\_\_\_\_\_)) and expiration date of employment authorization listed on the form.

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITHOUT SSN –PRESENTING LIST A DOCUMENTS – (CONTINUED)

- Some exchange visitors may extend their status If you have questions about any exchange visitor's continued employment authorization, contact the responsible officer whose name and telephone number are on Form DS-2019.
- Dependents of a J-1 exchange visitor are classified as J-2 nonimmigrants and are only authorized to work if USCIS has issued them an Employment Authorization Document (Form I-766) A J-2 nonimmigrant's foreign passport and Form I-94/Form I-94A are not evidence of identity and employment authorization for purposes of Form I-9.

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITHOUT SSN –PRESENTING LIST A DOCUMENTS – (CONTINUED)

- **F-1 and M-1 Nonimmigrant Students**

- Foreign students pursuing academic studies and/or language training programs are classified as F-1 nonimmigrants, while foreign students pursuing nonacademic or vocational studies are classified as M-1 nonimmigrants. Designated school officials at certified schools issue Form I-20, *Certificate of Eligibility for Nonimmigrant (F-1)/(M-1) Students*. F-1 nonimmigrant foreign students may be eligible to work under certain conditions.
- There are several types of employment authorization for students, including:
  1. On-campus employment,
  2. Curricular practical training,
  3. Off-campus employment based on severe economic hardship,
  4. Employment sponsored by an international organization, and
  5. Optional practical training (OPT)

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITHOUT SSN –PRESENTING LIST A DOCUMENTS – (CONTINUED)

- On-campus employment does not require designated school official or DHS approval but is limited to 20 hours a week when school is in session.
- On-campus employment must be performed on the school's premises (including on-location commercial firms that provide services for students on campus, such as the school bookstore or cafeteria), or at an off-campus location that is educationally affiliated with the school.
- Employment with on-site commercial firms, such as a construction company that builds a school building, is not deemed on-campus employment if it does not provide direct student services For more information about on-campus employment, you should contact the Student and Exchange Visitor Program (SEVP) at [www.ice.gov](http://www.ice.gov).

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITHOUT SSN –PRESENTING LIST A DOCUMENTS – (CONTINUED)

- The F-1 student's unexpired foreign passport in combination with his or her Form I-94/Form I-94A and I-20 indicating F-1 nonimmigrant status would qualify as a List A document for Form I-9 purposes.
- Curricular practical training allows students to accept paid alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school. The curricular practical training program must be an integral part of the curriculum of the student's degree program. The designated school official must authorize curricular practical training.
- The following documents establish the student's identity and employment authorization for Form I-9 purposes and should be entered in Section 2 under List A of Form I-9:
  - The student's foreign passport;
  - Form I-20 with the designated school official's endorsement for employment on page 3; and
  - A valid Form I-94/Form I-94A indicating F-1 non-immigrant status.

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITHOUT SSN –PRESENTING LIST A DOCUMENTS – (CONTINUED)

- Ensure that the student enters his or her admission number from Form I-94/Form I-94A in Section 1.
- For the other types of employment available to eligible foreign students, employment authorization must be granted by USCIS, and will be evidenced by an Employment Authorization Document (Form I-766) issued by USCIS.
- Border commuter students who enter the United States with an F-1 visa may only work as part of their curricular practical training or post-completion practical training.
- M-1 students may only accept employment if it is part of a practical training program after completion of their course of study USCIS will issue the Employment Authorization Document (Form I-766) with authorization granted for a maximum period of six months of full-time practical training, depending on the length of the students' full-time study.

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITHOUT SSN –PRESENTING LIST A DOCUMENTS – (CONTINUED)

- The dependents of F-1 and M-1 foreign students will have an F-2 or M-2 visa and are not eligible for employment authorization

## Completing Section 1 of Form I-9 for Students in Curricular Practical Training

Section 1. Employee Information and Attestation <small>(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)</small>				
Last Name (Family Name) Tres	First Name (Given Name) Michelle	Middle Initial S	Other Names Used (if any) N/A	
Address (Street Number and Name) 789 N. Main Street	Apt. Number 2B	City or Town Collegeville	State MD	Zip Code 12345
Date of Birth (mm/dd/yyyy) 07/21/1994	U.S. Social Security Number [ ][ ][ ]-[ ][ ][ ]-[ ][ ][ ][ ]	E-mail Address michelletres@email.com	Telephone Number (301) 123-4567	
<p>I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.</p> <p>I attest, under penalty of perjury, that I am (check one of the following):</p> <p><input type="checkbox"/> A citizen of the United States</p> <p><input type="checkbox"/> A noncitizen national of the United States (See instructions)</p> <p><input type="checkbox"/> A lawful permanent resident (Alien Registration Number/USCIS Number): _____</p> <p><input checked="" type="checkbox"/> An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) : _____. Some aliens may write "N/A" in this field. (See instructions)</p> <p>For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:</p> <p>1. Alien Registration Number/USCIS Number: _____</p> <p style="text-align: center;"><b>OR</b></p> <p>2. Form I-94 Admission Number: 0 0 0 0 0 0 0 0 0 0 0 0</p> <p>If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:</p> <p>Foreign Passport Number: #00XX00000 _____</p> <p>Country of Issuance: France _____</p> <p>Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions)</p>				
<p>1</p> <p>Signature of Employee: <i>Michelle S. Tres</i></p>			<p>3-D Barcode Do Not Write in This Space</p>	
<p>2</p> <p>Date (mm/dd/yyyy): 06/30/2013</p>				

1. Student completes Section 1 and enters his or her 11-digit Form I-94/Form I-94A number
2. Student signs and dates the form

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITHOUT SSN –PRESENTING LIST A DOCUMENTS – (CONTINUED)

**Section 2. Employer or Authorized Representative Review and Verification**  
*(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)*

1 Employee Last Name, First Name and Middle Initial from Section 1: **Tres, Michelle S**

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title: French Passport		Document Title:		Document Title:
Issuing Authority: France		Issuing Authority:		Issuing Authority:
Document Number: #00XX00000		Document Number:		Document Number:
Expiration Date (if any)(mm/dd/yyyy): 05/13/2020		Expiration Date (if any)(mm/dd/yyyy):		Expiration Date (if any)(mm/dd/yyyy):
Document Title: I-94				
Issuing Authority: DHS				
Document Number: 0000000000				
Expiration Date (if any)(mm/dd/yyyy):				
Document Title: Form I-20				
Issuing Authority: S				
Document Number: N0000000000				
Expiration Date (if any)(mm/dd/yyyy): 06/30/2015				

3-D Barcode  
Do Not Write in This Space

**Certification**  
 I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

3 The employee's first day of employment (mm/dd/yyyy): 06/30/2013 (See instructions for exemptions.)

4 Signature of Employer or Authorized Representative: Timothy Hardy Date (mm/dd/yyyy): 07/01/2013 Title of Employer or Authorized Representative: Store Manager

Last Name (Family Name): Hardy First Name (Given Name): Timothy Employer's Business or Organization Name: Campus Bookstore

5 Employer's Business or Organization Address (Street Number and Name): 456 Campus Way City or Town: Collegeville State: MD Zip Code: 12345

## Completing Section 2 of Form I-9 for Students in Curricular Practical Training

1. Enter the student's name from Section 1 at the top of Section 2
2. Enter the student's foreign passport number, Form I-94/Form I-94A and Form I-20 that specifies that you are his or her approved employer as shown
3. Enter the date employment began
4. Employer or authorized representative attests to physically examining the documents provided by signing and dating the signature and date fields.
5. Enter the business name and address

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITHOUT SSN –PRESENTING LIST A DOCUMENTS – (CONTINUED)

## **Optional Practical Training (OPT) for F-1 Students— EAD required**

- OPT provides practical experience in an F-1 academic student's major area of study. An F-1 academic student may engage in OPT while studying and may work up to 20 hours per week while school is in session and fulltime (20 or more hours per week) when school is not in session. After completing their course of study, students also may engage in OPT for work experience. USCIS may authorize an F-1 academic student to have up to 12 months of OPT upon completion of his or her degree program. Some F-1 students may be eligible for an extension of their OPT, as described below. The designated school official must update Form I-20 to show that he or she has recommended OPT and to show the date employment can begin OPT employment must be directly related to the student's field of study noted on Form I-20. The student cannot begin OPT until USCIS has granted his or her application for employment authorization.

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITHOUT SSN –PRESENTING LIST A DOCUMENTS – (CONTINUED)

**1** **Section 1. Employee Information and Attestation** (Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.)

Last Name (Family Name) Louis	First Name (Given Name) Paul	Middle Initial W	Other Names Used (if any) N/A	
Address (Street Number and Name) 123 University Street		Apt. Number F	City or Town Collegeville	State MD
Zip Code 12345	Date of Birth (mm/dd/yyyy) 03/02/1994	U.S. Social Security Number 000-00-0000	E-mail Address paulloUIS@emaiL.com	Telephone Number (301) 765-4321

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- A citizen of the United States
- A noncitizen national of the United States (See instructions)
- A lawful permanent resident (Alien Registration Number/USCIS Number): \_\_\_\_\_
- An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) 08/31/2015. Some aliens may write "N/A" in this field. (See instructions)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: 1 2 3 4 5 6 7 8 9

**OR**

2. Form I-94 Admission Number: \_\_\_\_\_



If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: \_\_\_\_\_

Country of Issuance: \_\_\_\_\_

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions)

**2** Signature of Employee: Paul W. Louis Date (mm/dd/yyyy): 06/30/2013

## Completing Section 1 of Form I-9 for F-1 Nonimmigrant Students with OPT

1. F-1 nonimmigrant student completes Section 1
2. Student signs and dates the form

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITHOUT SSN –PRESENTING LIST A DOCUMENTS – (CONTINUED)

## Completing Section 2 of Form I-9 for F-1 Nonimmigrant Students with OPT

### Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)

**1** Employee Last Name, First Name and Middle Initial from Section 1: Louis, Paul W

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title: EAD		Document Title:		Document Title:
Issuing Authority: DHS		Issuing Authority:		Issuing Authority:
Document Number: XXXX000000000		Document Number:		Document Number:
Expiration Date (if any)(mm/dd/yyyy): 08/31/2015		Expiration Date (if any)(mm/dd/yyyy):		Expiration Date (if any)(mm/dd/yyyy):
Document Title:		<b>3-D Barcode</b> Do Not Write in This Space		
Issuing Authority:				
Document Number:				
Expiration Date (if any)(mm/dd/yyyy):				
Document Title:				
Issuing Authority:				
Document Number:				
Expiration Date (if any)(mm/dd/yyyy):				

**Certification**  
I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

**3** The employee's first day of employment (mm/dd/yyyy): 06/30/2013 (See instructions for exemptions.)

Signature of Employer or Authorized Representative: <u>Timothy Hardy</u>	Date (mm/dd/yyyy): 06/30/2013	Title of Employer or Authorized Representative: Project Manager
Last Name (Family Name): Hardy	First Name (Given Name): Timothy	Employer's Business or Organization Name: Computer Technology, Inc.
Employer's Business or Organization Address (Street Number and Name): 456 Linux Avenue	City or Town: Windowsville	State: MD
	Zip Code: 12345	

**5**

1. Enter the student's name from Section 1 at the top of Section 2
2. Enter the student's Employment Authorization Document (Form I-766) as shown
3. Enter date employment began
4. Employer or authorized representative attests to physically examining the documents provided by signing and dating the signature and date fields
5. Enter the business name and address

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITHOUT SSN –PRESENTING LIST A DOCUMENTS – (CONTINUED)

## F-1 OPT STEM Extension

- An F-1 academic student who received a bachelor's, master's, or doctoral degree in science, technology, engineering, or mathematics (STEM) may apply for a one-time 17-month extension of his or her OPT. To qualify, a student must have completed a degree included in the DHS STEM Designated Degree Program List found on ICE's website at <http://www.ice.gov/sevis/stemlist.htm>. You must be enrolled in E-Verify in good standing and provide your E-Verify company identification number to the student for the student to apply to USCIS for the STEM extension using Form I-765, *Application for Employment Authorization*. A STEM student may change employers, but the new employer must be enrolled in E-Verify before the student begins work for pay.
- If the student's Employment Authorization Document (Form I-766) expires while his or her STEM extension application is pending, he or she is authorized to work until USCIS makes a decision on his or her application, but not more than 180 days from the date the student's initial OPT Employment Authorization Document (Form I-766) expires.

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITHOUT SSN –PRESENTING LIST A DOCUMENTS – (CONTINUED)

- The student's expired Employment Authorization Document (Form I-766), together with his or her Form I-20 endorsed by the designated school official recommending the STEM extension are acceptable proof of identity and employment authorization for Form I-9 purposes. Enter these documents in Section 2 under List A of Form I-9. You should reverify employment authorization no later than 180 days from the expiration date of the previous Employment Authorization Document (Form I-766).

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITHOUT SSN –PRESENTING LIST A DOCUMENTS – (CONTINUED)

## **H-1B Specialty Occupations**

- U S businesses use the H-1B program to temporarily employ foreign workers in a specialty occupation that requires theoretical or technical expertise in a certain field, such as science, engineering or computer programming. As a U.S. employer, you may submit a Form I-129, *Petition for a Nonimmigrant Worker*, to USCIS for nonimmigrants who have certain skills, provided those individuals meet established requirements. You must also include an approved Form ETA 9035, *Labor Certification Application*, with Form I-129.

## **A newly hired employee with H-1B classification**

- If USCIS approves your petition, you will receive Form I-797, Notice of Approval, from USCIS, which indicates that the foreign worker has been approved for H-1B status. Once your employee begins working for you, you must complete a Form I-9 for this employee.

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITHOUT SSN –PRESENTING LIST A DOCUMENTS – (CONTINUED)

## **H-1B continuing employment with the same employer**

- For an H-1B worker to continue working for you beyond the expiration of his or her current H-1B status, indicated by the expiration date on his or her Form I-94/Form I-94A, you must request an extension of stay before his or her H-1B status expires. Upon submitting a timely filed Form I-129 petition seeking an extension of the employee's status to USCIS, the employee is authorized to continue to work while the petition is being processed for a period not to exceed 240 days, or until USCIS denies your petition, whichever comes first. Write "240- Day Ext " and enter the date you submitted Form I-129 to USCIS in comments section. You must reverify the employee's employment authorization in Section 3 once you receive a decision on the H-1B petition or by the end of the 240-day period, whichever comes first.
- See *Completing Form I-9 for Nonimmigrant Categories when Requesting Extensions of Stay* below.

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITHOUT SSN –PRESENTING LIST A DOCUMENTS – (CONTINUED)

## H-1B employees changing employers (porting)

- Under the American Competitiveness Act in the Twenty- First Century (AC-21), an H-1B employee who is changing employers within the H-1B program may begin working for you as soon as you file a Form I-129 petition on his or her behalf. To qualify for AC-21 benefits, the new petition must not be frivolous and must have been filed prior to the expiration of the individual’s period of authorized stay. You must complete a new Form I-9 for this newly hired employee An H-1B employee’s Form I-94/Form I-94A issued for employment with the previous employer, along with his or her foreign passport, would qualify as a List A document. You should write “AC-21” and enter the date you submitted Form I-129 to USCIS in comments section next to Section 2 See *Completing Form I-9 for Nonimmigrant Categories when Requesting Extensions of Stay* below. For more information about employing H-1B workers, please visit [www.uscis.gov](http://www.uscis.gov).

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITHOUT SSN

## Electronic I-94

Non US citizens who have entered the US at an airport or sea port, will not be given a paper I-94 form as they have in the past. They will need to access and print it from the Customs and Border Protection website, [www.cbp.gov/i94](http://www.cbp.gov/i94)



U.S. Customs and Border Protection  
Securing America's Borders

**Admission (I-94) Number Retrieval**

Admission (I-94) Record Number: 69000888062

Admit Until Date (MM/DD/YYYY): 10/10/2012

Details provided on Admission(I-94) form:

Family Name:	LI
First (Given) Name:	LYDIA
Birth Date (MM/DD/YYYY):	01/01/1990
Passport Number:	P123123213
Passport Country of Issuance:	Mexico
Date of Entry (MM/DD/YYYY):	04/11/2012
Class of Admission:	B1

Individuals can visit [www.cbp.gov/I94](http://www.cbp.gov/I94) to retrieve a copy of their electronic Form I-94.

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITHOUT SSN – (CONTINUED)

- The employee must apply for a SSN through Social Security Administration
  - When the employee receives a Social Security Card, it must be presented to JHU Tax Office
  - JHU Tax Office will enter SSN into the original I-9 in Equifax and send the I-9 to E-Verify

# INSTRUCTIONS FOR NON-US CITIZEN EMPLOYEE WITHOUT SSN – (CONTINUED)

- Complete the agreement section
- Click “continue”

## Section 2 Employer Signature

**Employer Review**

Please review the following information as it was entered. You can make changes to the information by clicking on the links below the information.  
After verifying that the information is correct, complete the signature block at the bottom of the page.

**[X] Corrected (N)**

**Name:** Adam Adams  
**Other Name (last):**  
**U.S. Social Security Number:** 000-00-0000  
**Date of Birth:** 01/01/1984  
**Address:** 123 Main St  
City, CA 90000

**E-mail Address:**  
**Telephone Number:**  
**Employment Date:** 04/17/2013  
**Work Status:** An alien authorized to work

**Alien Registration Number/USCIS Number:**  
I-94 #: 1234567890  
**Alien Work Date:** 03/02/2017  
**Foreign Passport Number:** 74321098  
**Country of Issuance:** Iran - I7A  
**Obtained I-94 from USCIS:**

**Group Name:**  
**Location (last 3 chars):** [Change Information](#)

**ICA exempt (Y/N):**  
**Visa Type:** F-1  
**TRK2:**

**Document Information Summary**

**I-94 document:** Foreign Passport with I-94 or I-94A and I-20  
**Document Title:** Foreign Passport  
**Issuing authority (country):** Iran - I7A  
**Passport #:** 12345678  
**Passport expiration date (mm/dd/yyyy):** 03/23/2016  
**Document Title:** I-94 or I-94A  
I-94 #: 1234567890  
**I-94 expiration date (mm/dd/yyyy):** 03/02/2017  
**Document Title:** I-20  
I-20 #: 78901234  
**I-20 expiration date (mm/dd/yyyy):** 04/01/2018

**Employer Electronic Signature:** [Sign](#) | [Sign/In](#)

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above named employee, (2) the document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States. The employee's first day of employment is 04/17/2013.

I also attest to the following:

- I understand the employee's work authorization may be verified electronically with the United States government.
- If the employee's work authorization is verified with the United States government, I authorize my Section 2 electronic signature to be automatically sorted to the documents provided to the employee should the employee contact/hot contact the verification results.
- I am not using government workpapers for processing business or discriminating against any employee who receives a tentative nonconfirmation response.

I have read and agree with the certification statement above.

I have read and agree with the certification statement above.

**Enter Password:**

# E-VERIFICATION

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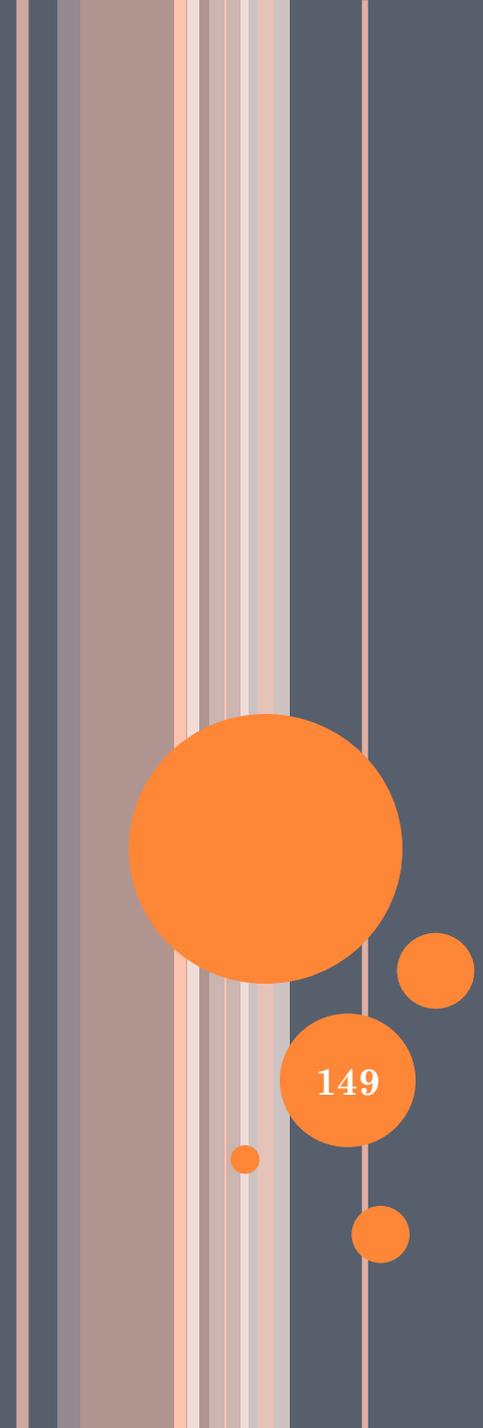
# E-Verification

- When the designated I-9 user completes Section 2 and the employer's signature of the Form I-9 on the Equifax I-9 Management system, the results of the e-verification process will be posted, usually within seconds (may need to refresh screen)

NOTE: When "SSN Applied For" is selected, the Form I-9 will not be processed for E-Verification.

Payroll Shared Services will process for E-Verification when the SSN is provided.

- An "initial result" appearing in the "Current Status" field will be one of the following: "Photo Matching", "Employment: Authorized", "Authorized + Optional", "DHS Verification in Process", "SSA Case Incomplete", "DHS Case Incomplete", "Tentative Non-Confirmation" or "Error".



# INITIAL RESULT: PHOTO MATCH STATUS NEXT STEPS

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# PHOTO MATCH STATUS

- Employees who present an unexpired U.S. Passport or Passport Card, an I-766 (Employment Authorization Document) or an I-551 (Permanent Resident Card) will have a status returned of “Photo Match” or “Photo Matching” if all other information matches SSA and/or DHS.
- The I-9 user must scan a copy of the photo match documents listed above and create a file that can be attached to the record.

The screenshot displays an I-9 record interface. At the top, it shows fields for 'I-94 #:', 'Alien Work Until Date:', 'Group: None', and 'Location: Work location Baltimore/DC' with a 'Change Location' link. Below these are navigation buttons: 'Back', 'Section 3', 'New I-9', 'Upload I-9', and 'Send to E-Verify'. The 'E-Verify' section contains the following information: 'Origination Date: 01/31/2011', 'Reason for Delay: Federal Contractor verifying an existing employee', 'FAR E-Verify Status: Covered', 'Current Status Date: 01/31/2011', and 'Current Status: Photo Matching'. An orange arrow points from the text 'E-Verify returns a status of "Photo Matching"' to the 'Current Status' field. At the bottom, there are 'History...' and 'Photo Matching' buttons. Below the buttons is an 'I-9 History' table with columns for 'Hire/Entry', 'Type (click to view)', 'E-Verify', and 'Actions'. The table shows one entry for '7/1/2010' with 'Original I-9' type, 'View History' action, and 'Attach File' action.

Hire/Entry	Type (click to view)	E-Verify	Actions
7/1/2010	<a href="#">Original I-9</a>	<a href="#">View History</a>	<a href="#">Attach File</a>

E-Verify returns a status of “Photo Matching”

Click on “Attach File”

# ATTACHING A DOCUMENT TO THE EQUIFAX RECORD

- Click on the “Browse” button and select the type of file.
- Enter the document name
- Save the file

**Attach Document**

Edit and confirm file information, then click Save. Select the image file of the document to upload. The image must be in one of the supported formats. The supported formats are PDF, TIF, GIF, JPG.  
Note: The maximum file size that can be uploaded is 1024 KB.

**File Information**

**Image file to attach:** PDF

(TIF, GIF, JPG, PDF)

Select the image of the I-9 to upload in a supported format (TIF, GIF, JPG, PDF).

**Document Name:**

**First Name:** Spring

**Middle Initial:**

**Last Name:** Fever

**SSN:** XXX-XX- 7777

# MATCHING PHOTOS

- Click “Photo Match” button
- You must match the DOCUMENT photo with the E-verify photo. Do not match the E-Verify photo to the employee. Hair color and length, weight, facial hair, and eyeglasses may have all changed from the time the photo was taken.
- Click the “Yes” radio button when
  - The document photo and the E-Verify photo match
  - When E-Verify is not able to provide a photograph

## E-Verify Photo Matching

You **MUST** compare the photo below to the photo on the Form I-551 - Permanent Resident Card or **U.S. Passport** or Alien Registration Receipt Card presented by the employee. Do **NOT** compare the photo below from E-Verify to the employee directly.

Does the photo below match the photo on the Form I-551 - Permanent Resident Card or U.S. Passport or Alien Registration Receipt Card presented by the Employee?



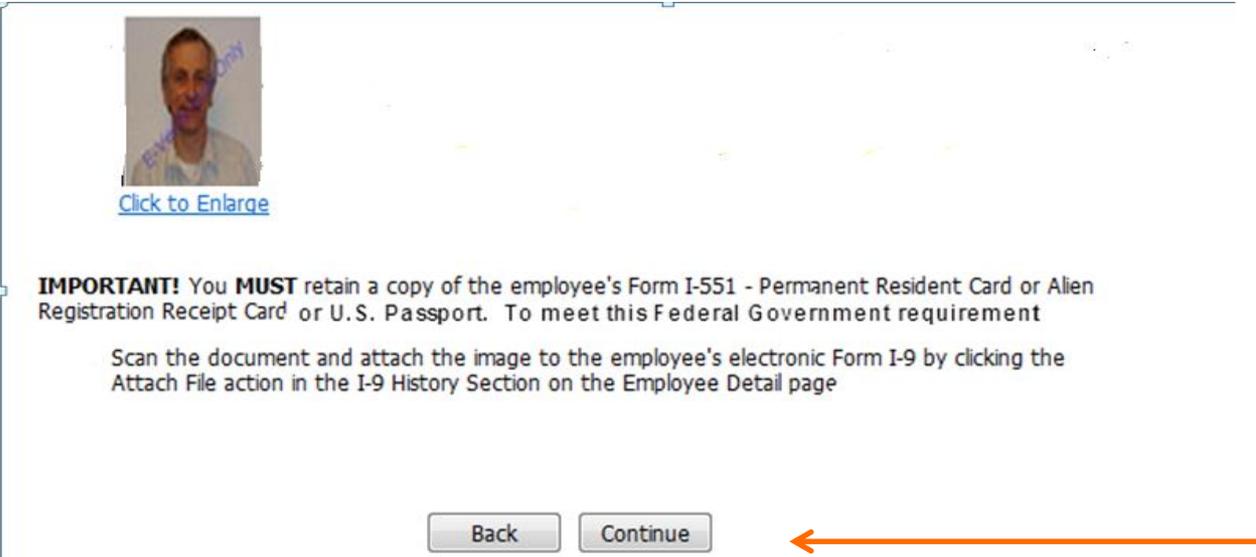
[Click to Enlarge](#)

- Yes. The photographs are the same.
- No. The photographs are different.

**IMPORTANT!** Make sure your selection above is correct. Then, click the **Continue** button below to confirm your response with E-Verify.

# RETAINING DOCUMENT COPY

- You will be reminded that the last part of the Photo Match process involves scanning a copy of the document into the employee's Equifax file.
- Click “Continue” to move to the screens to Close the Case



The screenshot displays a web interface with a photo of a man in the top left corner. Below the photo is a blue link that says "Click to Enlarge". The main content area contains an important notice in bold text: "IMPORTANT! You MUST retain a copy of the employee's Form I-551 - Permanent Resident Card or Alien Registration Receipt Card or U. S. Passport. To meet this Federal Government requirement". Below this notice is a paragraph of text: "Scan the document and attach the image to the employee's electronic Form I-9 by clicking the Attach File action in the I-9 History Section on the Employee Detail page". At the bottom of the interface are two buttons: "Back" and "Continue". An orange arrow points from the right side of the screenshot towards the "Continue" button.

# COMPLETING A POSITIVE PHOTO MATCH

- E-Verify will return an “Employment Authorized” status

# CLOSING A CASE – EMPLOYEE EMPLOYED

- If the employee is currently employed click the Yes radio button

---

## Select Case Closure Option

E-Verify requires that you confirm that the employee is or is not currently employed before you can close the case.

1. Select **Yes** or **No** to indicate if the employee is currently employed.
2. Select the closure option for this employee.
3. Click **Close Case**.

### Is the employee currently employed?

- Yes - The employee **IS** currently employed.
- No - The employee **IS NOT** currently employed.

Back

Close Case

# CLOSING A CASE

- When “Yes” is selected, the screen will display 3 options.
- The default option is “The employee continues to work after receiving an Employment Authorized result”. If this is the correct response, click the “Close Case” bar.
- Choosing option 2, “The case is invalid because another case with the same data already exists *may* require a new I-9 to be completed.
- Choosing option 3, “The case is invalid because the data entered is incorrect” *will* require a new I-9 to be processed.

## Select Case Closure Option

E-Verify requires that you confirm that the employee is or is not currently employed before you can close the case.

1. Select **Yes** or **No** to indicate if the employee is currently employed.
2. Select the closure option for this employee.
3. Click **Close Case**.

### Is the employee currently employed?

Yes - The employee **IS** currently employed.

The employee continues to work after receiving an Employment Authorized result.

The case is invalid because another case with the same data already exists.

The case is invalid because the data entered is incorrect.

No - The employee **IS NOT** currently employed.

Select the correct option

Click “Close Case”

# CLOSING A CASE – EMPLOYEE NOT EMPLOYED

- If the employee is **NOT** currently employed, click the “No” radio button.

---

## Select Case Closure Option

E-Verify requires that you confirm that the employee is or is not currently employed before you can close the case.

1. Select **Yes** or **No** to indicate if the employee is currently employed.
2. Select the closure option for this employee.
3. Click **Close Case**.

### Is the employee currently employed?

- Yes - The employee **IS** currently employed.
- No - The employee **IS NOT** currently employed.

Back

Close Case

# CLOSING A CASE – EMPLOYEE NOT EMPLOYED

- When “No” is selected, the screen will expand to show 4 options.
- There is no “default” option when “No” is selected
- Select the appropriate option
- Click on “Close Case”

**Is the employee currently employed?**

Yes - The employee **IS** currently employed.

No - The employee **IS NOT** currently employed.

The employee voluntarily quit working.

The employee was terminated for reasons other than E-Verify.

The case is invalid because another case with the same data already exists.

The case is invalid because the data entered is incorrect.

Select the option



Back

Close Case

Click “Close Case”

# NON-MATCHING PHOTOS

- The document photo and the E-Verify photo do not match, select the “No” radio button.

## E-Verify Photo Matching

You **MUST** compare the photo below to the photo on the Form I-551 - Permanent Resident Card or **U.S. Passport** or Alien Registration Receipt Card presented by the employee. Do **NOT** compare the photo below from E-Verify to the employee directly.

Does the photo below match the photo on the Form I-551 - Permanent Resident Card or U.S. Passport or Alien Registration Receipt Card presented by the Employee?



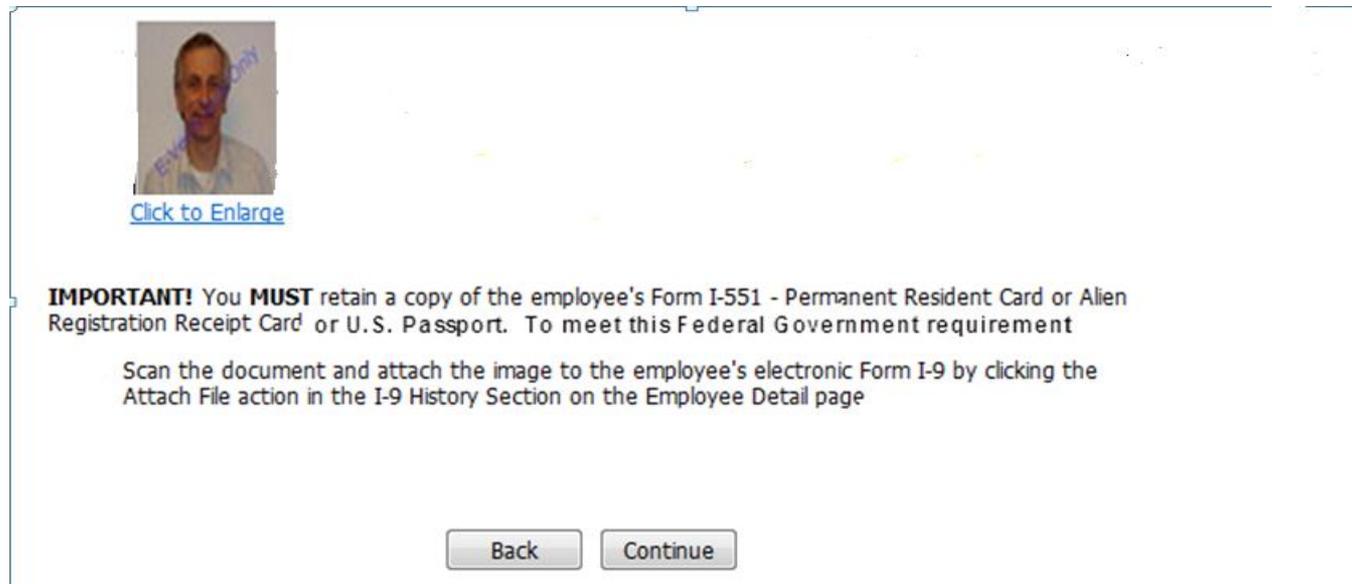
[Click to Enlarge](#)

- Yes. The photographs are the same.
- No. The photographs are different. ←

**IMPORTANT!** Make sure your selection above is correct. Then, click the **Continue** button below to confirm your response with E-Verify.

# NON-MATCHING PHOTOS (CONTINUED)

- You will be reminded that the last part of the Photo Match process involves scanning a copy of the document into the employee's Equifax file.
- Click "Continue"



[Click to Enlarge](#)

**IMPORTANT!** You **MUST** retain a copy of the employee's Form I-551 - Permanent Resident Card or Alien Registration Receipt Card or U.S. Passport. To meet this Federal Government requirement

Scan the document and attach the image to the employee's electronic Form I-9 by clicking the Attach File action in the I-9 History Section on the Employee Detail page

# E-VERIFY RESPONSE TO NON-MATCHING PHOTOS

- E-Verify will return a “Tentative Non Confirmation” status.
- Attach the document copy to the electronic I-9

# ATTACHING A DOCUMENT TO THE EQUIFAX RECORD

- Click on the “Browse” button and select the type of file.
- Enter the document name
- Save the file

**Attach Document**

Edit and confirm file information, then click Save. Select the image file of the document to upload. The image must be in one of the supported formats. The supported formats are PDF, TIF, GIF, JPG.  
Note: The maximum file size that can be uploaded is 1024 KB.

**File Information**

**Image file to attach:** PDF

(TIF, GIF, JPG, PDF)

Select the image of the I-9 to upload in a supported format (TIF, GIF, JPG, PDF).

**Document Name:**

**First Name:** Spring

**Middle Initial:**

**Last Name:** Fever

**SSN:** XXX-XX- 7777

# RETAINING DOCUMENT COPY

- Follow the Tentative Non Confirmation Process (see slide 69)
- An employee will have 8 business days to contact DHS
- Monitor the Equifax system for updated status.
- Click “Continue”



[Click to Enlarge](#)

**IMPORTANT!** You **MUST** retain a copy of the employee's Form I-551 - Permanent Resident Card or Alien Registration Receipt Card or U.S. Passport. To meet this Federal Government requirement

Scan the document and attach the image to the employee's electronic Form I-9 by clicking the Attach File action in the I-9 History Section on the Employee Detail page

Back

Continue



# UPLOADING A DOCUMENT COPY TO E-VERIFY (CONTINUED)

- Follow the Tentative Non Confirmation process for an employee contesting the Tentative Non Confirmation
  - Verify employees information
  - Print the Notice and give it to the employee
- Uploading the document to E-Verify is the third step

DHS Referral - Case Number: 101115180834044

Verify Information — Print Notice — Mail or Upload — **Upload** — Refer Employee — Print Letter — Complete

Make a digital copy of the employee's photo document and save it to your computer. For example, you may choose to scan or take a digital photo of the document.

Use the **Browse** button to select the file. Files must be in a supported format (TIF, GIF, JPG).  
Note: The maximum file size that can be uploaded is 1536 KB.

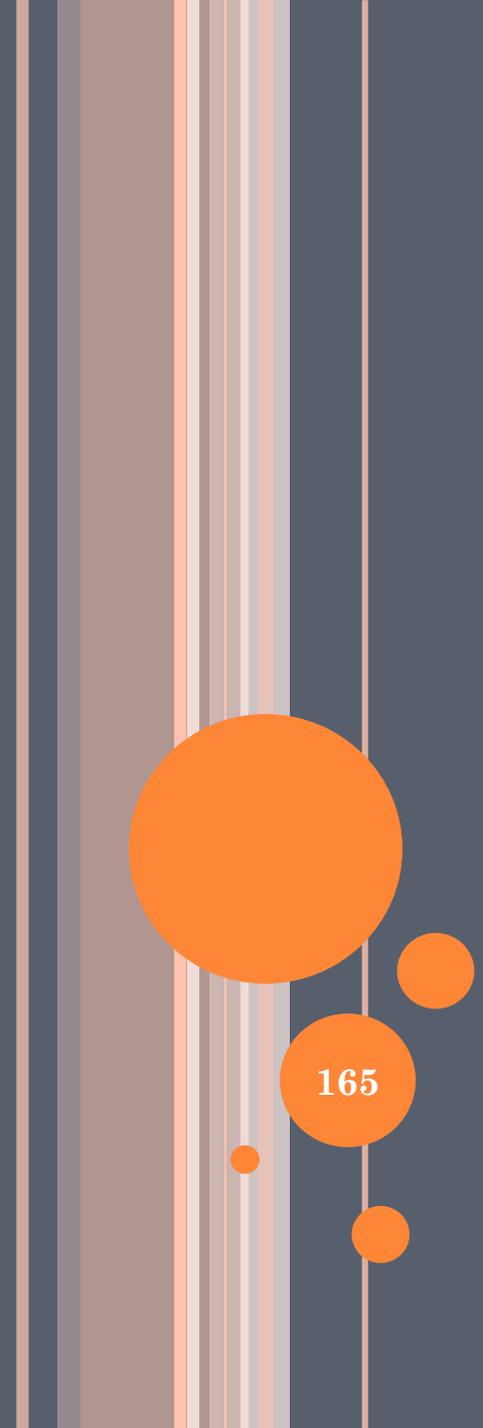
Image file to send with Referral:  **Browse...**

(TIF, GIF, JPG)

**Upload**

Back Cancel **Continue**

- 1. Scan and save document to your computer**
- 2. Use the drop down to select an image file**
- 3. Click "Continue"**



**INITIAL RESULT:  
EMPLOYMENT AUTHORIZED  
NEXT STEPS**

165

# EMPLOYMENT AUTHORIZED

- When an Employment Authorized response is returned, the I-9 User will need to accept that response by “Closing the Case”.
- Indicate either “Yes” the employee is currently employed, or “No” the employee is not currently employed

E-Verify History - Case Number: 101021150106182

**Initial Verification (10/21/2010)**

**Name:** One AlienTest  
**Social security #:** XXX-XX-3503  
**Birth date:** 01/01/1950  
**Employment date:** 08/20/2009  
**Work Status:** An alien authorized to work  
**Alien #:**  
**I-94 #:** 25846966315  
**Passport #:**  
**Visa #:**  
**Document Type:** Driver's License or ID Card Issued by State or Possession with Photo  
**Document #:**  
**Document Expiration Date:**  
**Initiated By:** E-Verify Windows Service  
**E-Verify Company ID Number:** 11457  
**Reason for Delay:** Operational or technical issue encountered.  
**FAR E-Verify Status:** Covered  
**Return Name:** One AlienTest  
**Status:** Employment Authorized

## Select Case Closure Option

E-Verify requires that you confirm that the employee is or is not employed at this time before you can close the case.

1. Select **Yes** or **No** to indicate if the employee is current employed.
2. Select the closure option for this employee.
3. Click **Close Case**.

### Is the employee currently employed?

- Yes - The employee **IS** currently employed.
- No - The employee **IS NOT** currently employed.

Click on appropriate  
Radio Button

Back

Close Case

# EMPLOYMENT AUTHORIZED (CONTINUED)

- If the status is “employment authorized”, clicking the YES radio button expands the page to show the available closure options, and defaults the next radio button to “The employee continues to work after receiving an Employment Authorized result”.

**Select Case Closure Option**

E-Verify requires that you confirm that the employee is or is not employed at this time before you can close the case.

1. Select **Yes** or **No** to indicate if the employee is current employed.  
2. Select the closure option for this employee.  
3. Click **Close Case**.

**Is the employee currently employed?**

Yes - The employee **IS** currently employed.

The employee continues to work after receiving an Employment Authorized result.

The case is invalid because another case with the same data already exists.

The case is invalid because the data entered is incorrect.

No - The employee **IS NOT** currently employed.

**Click "Close Case"**

# EMPLOYMENT AUTHORIZED (CONTINUED)

- Additional options

- “The case is invalid because another case with the same data already exists” option could be used if the I-9 user finds that another I-9 has already been completed and e-verified for the same time period.
- “The case is invalid because the data entered is incorrect” option might be used if some information that is not part of the e-verification process is incorrect such as an employee’s address or driver’s license number. \*\*
- **\*\*IT IS VERY IMPORTANT TO NOTE THAT CLOSING THE CASE FOR ONE OF THESE REASONS REQUIRES THAT A NEW I-9 BE COMPLETED AND E-VERIFIED.**

# EMPLOYMENT AUTHORIZED (CONTINUED)

- If the status is “employment authorized”, clicking the “No- The employee IS NOT currently employed” response will produce the following options.

**Select Case Closure Option**

E-Verify requires that you confirm that the employee is or is not employed at this time before you can close the case.

1. Select **Yes** or **No** to indicate if the employee is current employed.
2. Select the closure option for this employee.
3. Click **Close Case**.

**Is the employee currently employed?**

Yes - The employee **IS** currently employed.

No - The employee **IS NOT** currently employed.

**1. Determine the appropriate response**

The employee voluntarily quit working.

The employee was terminated for reasons other than E-Verify.

The case is invalid because another case with the same data already exists.

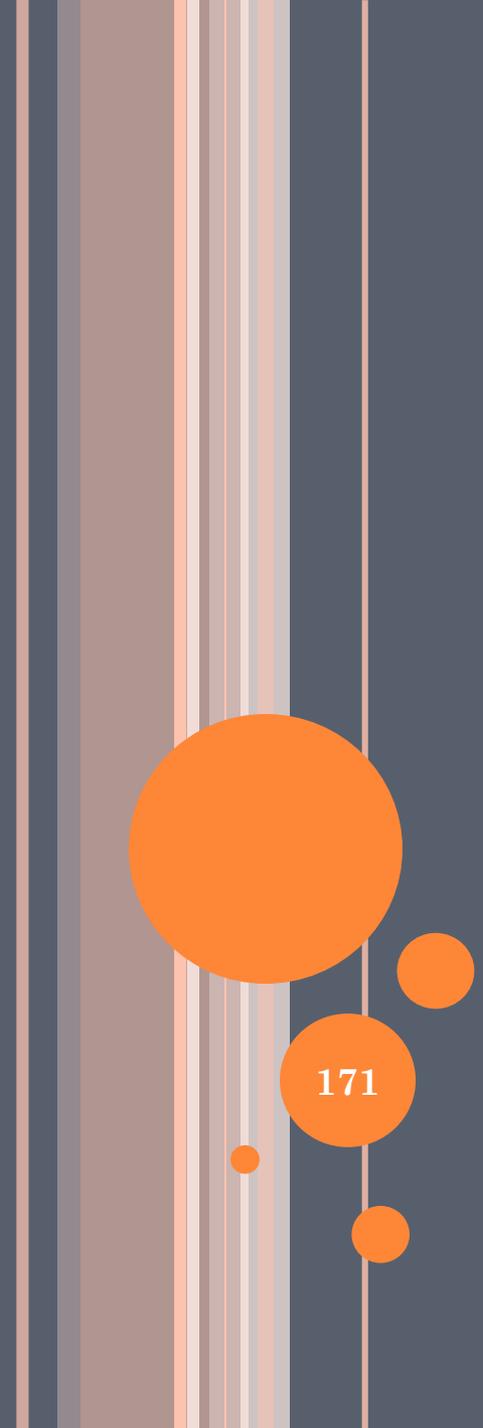
The case is invalid because the data entered is incorrect.

**2. Click "Close Case"**

# EMPLOYMENT AUTHORIZED (CONTINUED)

## ○ Options

- “The employee voluntarily quit working” option may be needed if a non-U.S. Citizen had not received a Social Security Number before their assignment ended or where a job assignment was only for 1 or 2 days.
- “The employee was terminated for reasons other than E-Verify” option would be used when JHU terminated the employee for cause.
- “The case is invalid because another case with the same data already exists” option could be used if the I-9 user finds that another I-9 has already been completed and e-verified for the same time period.
- “The case is invalid because the data entered is incorrect” option might be used if some information that is not part of the e-verification process is incorrect such as an employee’s address or driver’s license number.



# INITIAL RESULT: ERROR NEXT STEPS

171

# ERROR

- Current Status: An error has occurred
- When E-Verify returns a status indicating that there is an error in the data, the option of “the case is invalid because the data entered is incorrect” must be selected and click “Close Case”. **A new I-9 must be completed and submitted to E-Verify.**

**Select Case Closure Option**  
E-Verify requires that you confirm that the employee is or is not employed at this time before you can close the case.

1. Select **Yes** or **No** to indicate if the employee is current employed.  
2. Select the closure option for this employee.  
3. Click **Close Case**.

**Is the employee currently employed?**

Yes - The employee **IS** currently employed.

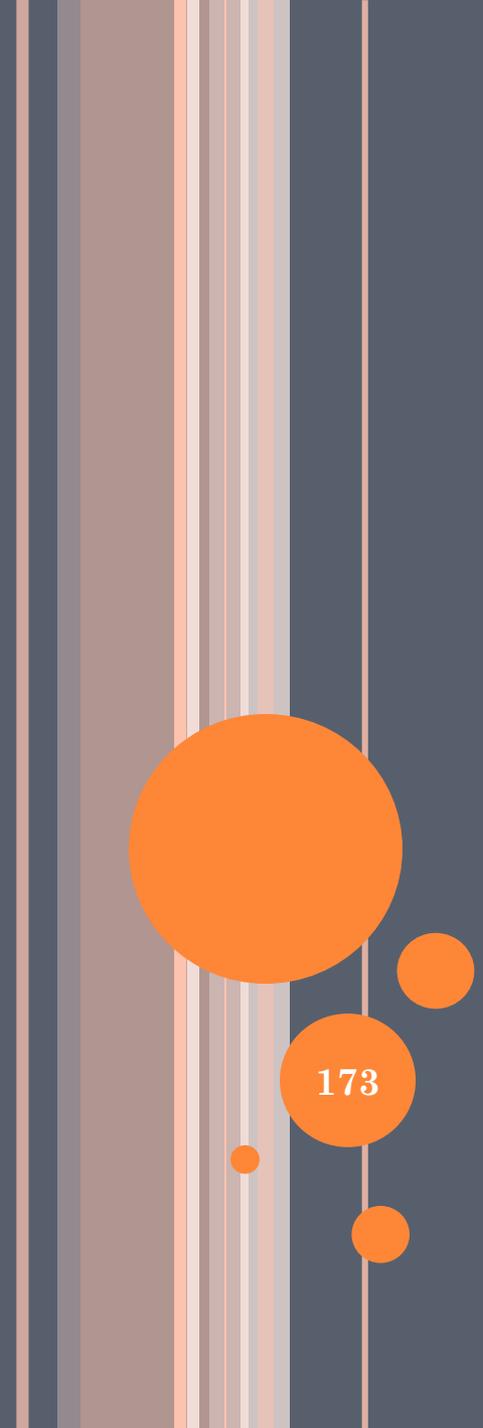
The employee continues to work after receiving an Employment authorized result

The case is invalid because another case with the same data already exists.

The case is invalid because the data entered is incorrect. **Choose**

No - The employee **IS NOT** currently employed.

**Click "Close Case"**



**INITIAL RESULT:  
AUTHORIZED + OPTIONAL  
NEXT STEPS**

173

# AUTHORIZED + OPTIONAL

- When a response of “Authorized + Optional” is received, JHU will consider the employee authorized to work. To complete the E-verify process, the user will need to access the employee’s information, choose the “Close Case” button.

---

## E-Verify

**Origination Date:** 11/11/2010

**Reason for Delay:** Initial query submitted on time.

**FAR E-Verify Status:** Covered

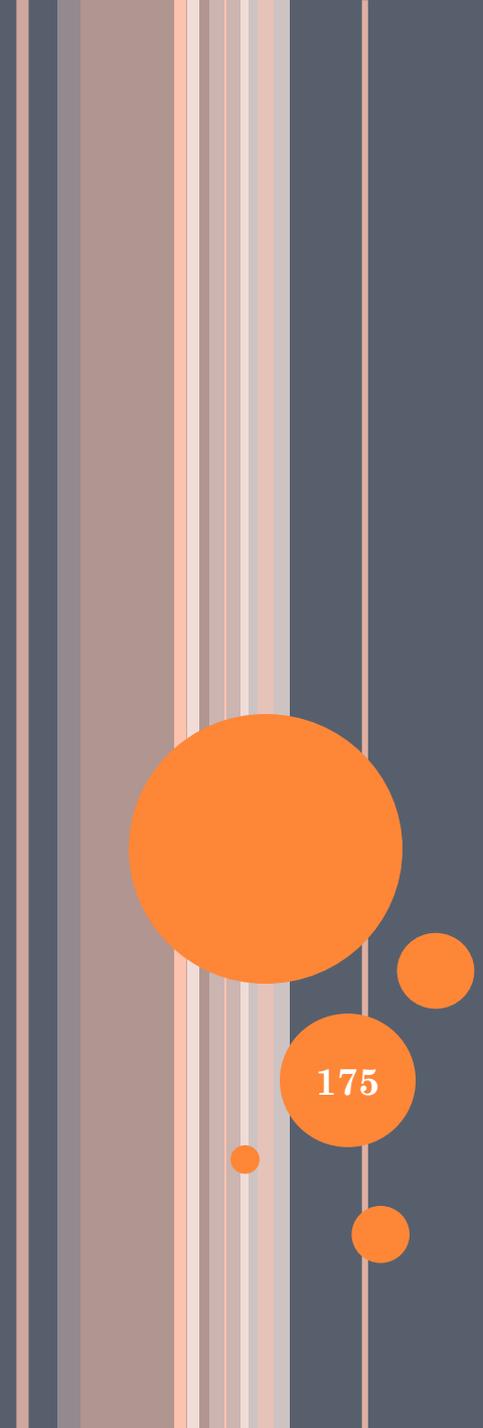
**Current Status Date:** 11/11/2010

**Current Status:** Employment Authorized with additional verification that can be requested by the employer.

History...

Additional Verification

Close Case



**INITIAL RESULT:  
SSA OR DHS CASE INCOMPLETE  
NEXT STEPS**

175

# SSA CASE INCOMPLETE

- When E-Verify returns the status of **SSA Case Incomplete**, click the **Review/Edit Case** button to review the data submitted to E-Verify, confirm it is accurate and edit if necessary.

**Employee Detail**

 **E-Verify**  
Current Status: SSA Case Incomplete  
**This E-Verify case is currently open and requires further action. Click [view case details](#) to review the case and take the appropriate action.**

**Name:** Alpha One  
**Maiden Name:**  
**Social Security #:** XXX-XX-6788  
**Birth Date:** 01/01/1951  
**Address:** 11432 Lackland  
St. Louis, MO 63146  
**Employment Date:** 10/14/2010  
**Termination Date:**  
**Work Status:** A Citizen of the United States  
**Alien #:**  
**I-94 #:**  
**Alien Work Until Date:**  
**Hire Code:** YHTYE822711E2  
**Group:** None  
**Location:** St. Charles [Change Location](#)

**Previous Locations:**  
**EE's Current Visa:**  
**Audit Report:** [View/Download](#)

[Back](#) [Section 3](#) [New I-9](#) [Upload I-9](#) [Send to E-Verify](#)

---

**E-Verify**

**Origination Date:** 10/14/2010  
**Reason for Delay:** Initial query submitted on time.  
**FAR E-Verify Status:** Covered  
**Current Status Date:** 10/14/2010  
**Current Status:** SSA Case Incomplete

[History...](#) [Review/Edit Case](#) [Close Case](#)

# SSA CASE INCOMPLETE (CONTINUED)

- Review the data entered and make any necessary corrections. Click **Continue** to submit the information to E-Verify.

E-Verify History - Case Number: 20102871727522U

## Initial Verification (10/14/2010)

**Name:** Alpha One  
**Social security #:** XXX-XX-6788  
**Birth date:** 01/01/1951  
**Employment date:** 10/14/2010  
**Work Status:** A Citizen of the United States  
**Alien #:**  
**I-94 #:**  
**Passport #:** 195111111  
**Visa #:**  
**Document Type:** U.S. Passport or U.S. Passport Card  
**Document #:**  
**Document Expiration Date:**  
**Initiated By:** John Smith  
**E-Verify Company ID Number:** 11457  
**Reason for Delay:** Initial query submitted on time.  
**FAR E-Verify Status:** Covered  
**Return Name:**  
**Status:** SSA Case Incomplete

## SSA Case Incomplete

### Check Information

The information below is on the employee's Form I-9. Check with the employee to confirm that the information is correct.

If this information is correct, click **Continue**.

If this information is not correct, enter the correct information and click **Continue**.

**Last Name:**  **First Name:**  **Middle Initial:**  **Maiden Name:**   
**SSN:**  **Date of Birth:**  (mm/dd/yyyy)

## SSA CASE INCOMPLETE (CONTINUED)

- If the employer/employee believe the information to be correct, then the I-9 user should click the “continue” button. A status of “SSA TNC” will be returned and the user will need to follow the TNC process.
- If there is an error in the information, the I-9 user should make the correction before clicking “continue”. If, with the corrected data, all of the information matches, SSA will return “Employment Authorized” , or “Photo Match” status, and the user would proceed to complete the case as directed on slides 149 and 165.

# DHS CASE INCOMPLETE

- When E-Verify returns the status of **DHS Case Incomplete**, click the **Review/Edit Case** button to review the data submitted to E-Verify, confirm it is accurate and edit if necessary.

### Employee Detail

 **E-Verify**  
Current Status: SSA Case Incomplete  
**This E-Verify case is currently open and requires further action. Click [view case details](#) to review the case and take the appropriate action.**

**Name:** Alpha One  
**Maiden Name:**  
**Social Security #:** XXX-XX-6788  
**Birth Date:** 01/01/1951  
**Address:** 11432 Lackland  
St. Louis, MO 63146  
**Employment Date:** 10/14/2010  
**Termination Date:**  
**Work Status:** A Citizen of the United States  
**Alien #:**  
**I-94 #:**  
**Alien Work Until Date:**  
**Hire Code:** YHTYE822711E2  
**Group:** None  
**Location:** St. Charles [Change Location](#)

**Previous Locations:**  
**EE's Current Visa:**  
**Audit Report:** [View/Download](#)

[Back](#) [Section 3](#) [New I-9](#) [Upload I-9](#) [Send to E-Verify](#)

---

### E-Verify

**Origination Date:** 10/14/2010  
**Reason for Delay:** Initial query submitted on time.  
**FAR E-Verify Status:** Covered  
**Current Status Date:** 10/14/2010  
**Current Status:** SSA Case Incomplete

[History...](#) [Review/Edit Case](#) [Close Case](#)

# DHS CASE INCOMPLETE

Review the data entered and make any necessary corrections. Click **Continue** to submit the information to E-Verify.

**E-Verify History - Case Number: 2010281113153NL**

**Initial Verification (10/08/2010)**

**Name:** Charlie Three  
**Social security #:** XXX-XX-6789  
**Birth date:** 03/03/1973  
**Employment date:** 10/08/2010  
**Work Status:** An alien authorized to work  
**Alien #:** 197333333  
**I-94 #:**  
**Passport #:**  
**Visa #:**  
**Document Type:** Form I-766 - Employment Authorization Document that contains a photograph  
**Document #:** ABC1234567890  
**Document Expiration Date:** 03/03/2013  
**Initiated By:** John Smith  
**E-Verify Company ID Number:** 11457  
**Reason for Delay:** Initial query submitted on time.  
**FAR E-Verify Status:** Covered  
**Return Name:**  
**Status:** DHS Case Incomplete

## DHS Case Incomplete

### Check Information

The information below is on the employee's Form I-9. Check with the employee to confirm that the information is correct.

If this information is correct, click **Continue**.

If this information is not correct, enter the correct information and click **Continue**.

**Alien Number:**

**Document Number:**

# DHS CASE INCOMPLETE (CONTINUED)

Review the data entered and make any necessary corrections. Click **Continue** to submit the information to E-Verify.

---

## DHS Case Incomplete

### Check Information

The information below is on the employee's Form I-9. Check with the employee to confirm that the information is correct.

If this information is correct, click **Continue**.

If this information is not correct, enter the correct information and click **Continue**.

**I-94 Number:**

**Passport Number:**

# SSA OR DHS INCOMPLETE STATUS UPDATE

- After the **SSA** or **DHS Case Incomplete** status, the case is to be updated by E-Verify to one of the following statuses:
  - Employment Authorized
  - SSA or DHS Tentative Non-confirmation
  - Photo Match

Search For Employees

Select one or more search criteria below to search for employees.

---

**First Name:** 
**Last Name:** 
**SSN:** 
**Type of I-9:**

**Group:** 
**Location:**

**Date Range:** *(mm/dd/yyyy)*  
 Start Date
  End Date

**Include:**  
 Active Employees
  Terminated Employees  
 Current Location Only

---

**Search Results: E-Verify Issues**

Type:  
 E=E-Verify, C=Complete, P=Pending, R=Reverification, S=SSN Applied For, M=Missing, I=Invalid, F=E-Verify w/o I-9 (Red=Problem, Bold=Urgent)

Type	Name	Location	SSN	Employment	E-Verify Status
E	<a href="#">One, Alpha</a>	<b>St. Charles</b>	6788	10/14/2010	SSA Incomplete

Showing 1-1 of 1

# SSA or DHS CASE INCOMPLETE – UPDATING THE I-9

- Information will only be updated in the E-Verify system, not on the I-9 itself. The following corrections can be made by updating section 3 of the existing I-9.
  - Employee's name
  - SSN
  - Document number
- A new I-9 must be processed to correct:
  - Birth date
  - Alien number
- You must close the case on the original I-9

# SSA or DHS CASE INCOMPLETE – UPDATING THE I-9 (CONTINUED)

- Correcting Employee Name

**Updating and Reverification**

Enter new name, SSN, or select a document.

---

**Name:** John Hopkins  
**Address:** 600 N. Wolfe St.  
Baltimore, MD 21231  
**Birth Date:** 9/2/1993

**1. Enter Corrected Name**

**Last Name:** Hopkins  
**First Name:** Johns  
**Middle Initial:** .

**Social Security #:**  
  
 Edit SSN  
 Mark SSN as bad

**List A and C Documents:**

**2. Click Continue**

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# SSA or DHS CASE INCOMPLETE – UPDATING THE I-9 (CONTINUED)

## ○ Correcting SSN

**Updating and Reverification**

Enter new name, SSN, or select a document.

---

**Name:** Johns Hopkins  
**Address:** 600 N. Wolfe St.  
Baltimore, MD 21231  
**Birth Date:** 9/2/1993

**Last Name:** Hopkins  
**First Name:** Johns  
**Middle Initial:**

**Social Security #:** 552-39-6541

Edit SSN  
 Mark SSN as bad

**List A and C Documents:**

Cancel Continue

**Social Security #:**

Edit SSN  
 Mark SSN as bad

**List A and C Documents:**

Cancel Continue

**2. Enter corrected SSN**

**3. Click "Continue"**

# SSA or DHS CASE INCOMPLETE – UPDATING THE I-9 (CONTINUED)

- Correcting Document Number

**I-9 eXpress™** TALX  
Home Privacy Policy Help Logout  
Judith B Harvey  
Johns Hopkins University

**Updating and Reverification**  
Enter new name, SSN, or select a document.

**Name:**  
**Address:**

**Birth Date:** 9/2/1993

**Last Name:**  **First Name:**  **Middle Initial:**

**Social Security #:**   Edit SSN  
 Mark SSN as bad

**List A and C Documents:**

- U.S. Passport or U.S. Passport Card
- Voter's Registration Card with Photo
- Social Security Account Number Card Authorized for Employment
- Form FS-545 - Certification of Birth Abroad from Dept. of State
- Form DS-1350 - Certification of Report of Birth from Dept. of State
- Original Birth Certificate or Certified Copy with Official Seal
- Native American Tribal Document
- Form I-197 - U.S. Citizen ID Card
- Form I-179 - ID Card for Use of Resident Citizen in the U.S.
- Receipt for lost, stolen or damaged Social Security Account Number Card

**From the drop down list, select the document that should be corrected**

Done Internet 100%

# SSA or DHS CASE INCOMPLETE – UPDATING THE I-9 (CONTINUED)

- Correcting Document Number

List A and C Documents:

U.S. Passport or U.S. Passport Card

Cancel Continue

Click "Continue"

List A document - U.S. Passport or U.S. Passport Card

Issuing Authority:

USA

Passport #:

Enter the correct document number

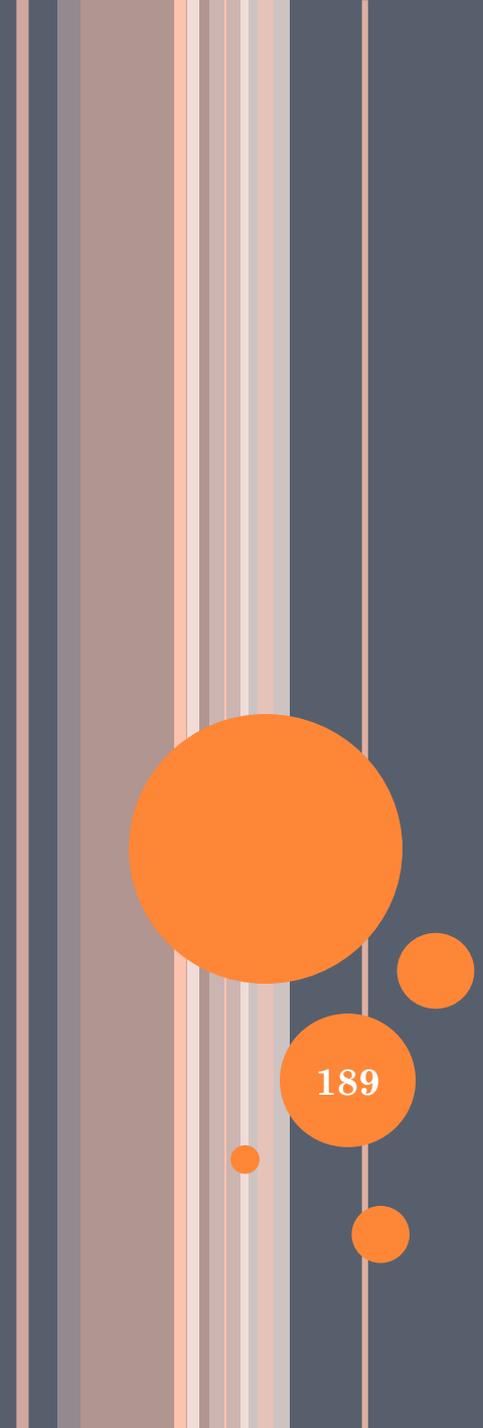
Expiration Date (mm/dd/yyyy):

Click "Continue"

Back Cancel Continue

# SSA or DHS INCOMPLETE

- Once corrections are made, one of the following statuses will be returned.
  - Photo Match. If the corrections provided the SSA or DHS with the correct information, and a U.S. Passport, I-766, or an I-551 were presented as the document, then a status of “Photo Match” will be returned. Follow the Photo Match process beginning on slide 149.
  - Employment Authorized. If the corrections provided the SSA or DHS with the correct information, and documents other than those listed above were presented.
  - TNC. If the corrections provided still do not match either the SSA or DHS database follow the TNC process beginning on slide 189.



# INITIAL RESULT: TENTATIVE NON- CONFIRMATION

189

# TENTATIVE NON-CONFIRMATION (TNC) AND FINAL NON-CONFIRMATION (FNC) PROCEDURES

- If after completing and submitting Section 2 of the Form I-9 to Equifax I-9 Management , the determination is “Tentative Non-Confirmation”, there will be information indicating whether the data does not agree with the Social Security Administration (SSA) or Department of Homeland Security (DHS) database information.

# HOW TO “CONTEST” A TENTATIVE NON-CONFIRMATION

Print and explain to the employee the “Further Action Notice (FAN)”

Ask the employee if he/she wishes to “Contest” or “Not Contest” the findings

Click on the appropriate button

## E-Verify

**Origination Date:** 02/07/2014

**Reason for Delay:** Federal Contractor verifying an existing employee.

**FAR E-Verify Status:** Covered

**Current Status Date:** 02/07/2014

**Current Status:** SSA Tentative Nonconfirmation.

**Photo Matching Document:** N/A

### **ACTION REQUIRED!**

The SAMPLE Further Action Notices on this page are for INFORMATIONAL PURPOSES ONLY. They are only provided to help the employee decide to Contest or Not Contest the E-Verify results. When the employee makes their decision you MUST click on the appropriate button below. After clicking the appropriate button you MUST follow the steps listed on the E-Verify History page to actually refer the employee to SSA or DHS to close this E-Verify Tentative Nonconfirmation case. You MUST print the ACTUAL E-Verify documents on the E-Verify History page and provide copies to the employee.

E-Verify Further Action Notices have been translated into several languages and are available via I-9 Management Help.

[View Sample SSA Further Action Notice](#)

[View Sample SSA Further Action Notice \(Español\)](#)

History...

Contest

Not Contest

Close Case

# HOW TO “CONTEST” A TENTATIVE NON-CONFIRMATION (CONTINUED)

- Check the information and click “Continue”

The screenshot displays the E-Verify interface. At the top, a navigation bar includes buttons for 'Verify Information' (highlighted with a red box), 'Print Notice', 'Mail or Upload', 'Upload', 'Refer Employee', 'Print Letter', and 'Complete'. Below this, the 'Verify Case Information' section contains the following details:

Verify case information below and click Continue.

**Initial Verification (11/15/2010)**

**Name:** Charlie Three  
**Social Security #:** XXX-XX-6789  
**Birth Date:** 03/03/1973  
**Employment Date:** 10/18/2010  
**Work Status:** An alien authorized to work  
**Alien #:** 197333333  
**I-94 #:**  
**Passport #:**  
**Visa #:**  
**Document Type:** Form I-766 - Employment Authorization Document that contains a photograph  
**Document #:** ABC1234567890  
**Document Expiration Date:** 02/03/2013  
**Initiated By:** Troy Hupp  
**E-Verify Company ID Number:** 63708  
**Reason for Delay:** Federal Contractor verifying an existing employee.  
**FAR E-Verify Status:** Covered  
**Return Name:**  
**Status:** SSA Tentative Non Confirmation

At the bottom of the form, there are two buttons: 'Cancel' and 'Continue'. The 'Continue' button is highlighted with a red box.

# HOW TO “CONTEST” A TENTATIVE NON-CONFIRMATION (CONTINUED)

- The I-9 User must review the FAN with the employee. (see slides 194 and 195)
- The employee must indicate whether he/she chooses to contest or not contest the information.

**SSA Referral - Case Number: 140207130636839**

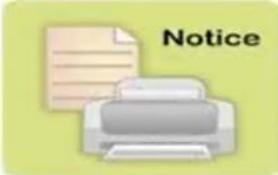
 Demo Employer is a demo employer.

Verify Information —  **Print Notice** —  Refer Employee —  Print Confirm —  Complete

---

**Print & Give to Employee**

1. Print the SSA Further Action Notice (FAN).
2. Review the SSA FAN privately with the employee.
3. Confirm you have given the employee a printed copy of the signed SSA FAN.  
 *I have notified the employee and given them a printed copy of the signed SSA FAN.*
4. After these steps are complete, click the **Continue** button below.
5. E-Verify Further Action Notices have been translated into several languages and are available via I-9 Management Help.
6. I authorize my electronic signature to be applied to this E-Verify document being provided to the employee.



**Notice**

[SSA Further Action Notice \(English\)](#)  
[SSA Further Action Notice \(Español\)](#)

# EMPLOYEE INSTRUCTIONS SSA FAN

---

1. Review this Further Action Notice in **private** with the employee as soon as possible.

**IMPORTANT:** If the employee does not speak English as his or her primary language or has a limited ability to read or understand the English language, also provide the employee with a translated version of this Further Action Notice. Translated versions are available in the I-9 Help Menu-FAN Translations in the I-9 Management System. If the employee cannot read this document for some other reason, provide the information in an alternative format.

2. **Check that all of the information at the top of this Further Action Notice is correct.** If this information is incorrect, close this case in E-Verify and create a new case with the correct information.
3. Ask the employee to indicate whether he or she will contest the SSA Tentative Nonconfirmation (SSA TNC) by signing and dating Page 2 of this Further Action Notice, and then sign and date below as the employer.
4. Give the employee a copy of the signed Further Action Notice in English (and a translated version, if appropriate) and attach the original to the employee's Form I-9.
5. Log in to E-Verify and search for this case using the information above. Follow the instructions in E-Verify to refer the case to SSA if the employee contests the TNC, or close the case if the employee does not contest the SSA TNC. If the employee chooses not to contest the SSA TNC, you may terminate his or her employment and close the case in E-Verify.

**IMPORTANT:** If the employee contests the SSA TNC, refer the case to SSA, print the Referral Date Confirmation from E-Verify, provide it to the employee, and instruct the employee to visit SSA within 8 Federal Government working days as specified in the Referral Date Confirmation.

# EMPLOYEE INSTRUCTIONS DHS FAN

1. Review this Further Action Notice in **private** with the employee as soon as possible.

**IMPORTANT:** If the employee does not speak English as his or her primary language or has a limited ability to read or understand the English language, also provide the employee with a translated version of this Further Action Notice. Translated versions are available in the I-9 Help Menu-FAN Translations in the I-9

Management System. If the employee cannot read this document for some other reason, provide the information in an alternative format.

2. **Check that all of the information at the top of this Further Action Notice is correct.** If this information is incorrect, close this case in E-Verify and create a new case with the correct information.
3. Ask the employee to indicate whether he or she will contest the SSA Tentative Nonconfirmation (SSA TNC) by signing and dating Page 2 of this Further Action Notice, and then sign and date below as the employer.
4. Give the employee a copy of the signed Further Action Notice in English (and a translated version, if appropriate) and attach the original to the employee's Form I-9.
5. Log in to E-Verify Issues and search for this case using the information above. Follow the instructions to refer the case to DHS if the employee contests the TNC, or close the case if the employee does not contest the DHS TNC. If the employee chooses not to contest the DHS TNC contact your divisional HR office before proceeding. **IMPORTANT:** If the employee contests the DHS TNC, refer the case to DHS, print the Referral Date Confirmation, provide it to the employee, and instruct the employee to contact DHS within 8 Federal Government working days as specified in the Referral Date Confirmation.

## For Photo Mismatch ONLY

Complete this Further Action Notice and send a copy of it with a copy of the employee's photo document to DHS. Attach and submit a digital copy of the photo document.

# HOW TO “CONTEST” A TENTATIVE NON-CONFIRMATION (CONTINUED)

- Print Further Action Notice (FAN)

**SSA Referral - Case Number: 140207130636839**

 Demo Employer is a demo employer.

Verify Information —  Print Notice —  Refer Employee —  **Print Confirm** —  Complete

**Print & Give to Employee**

This employee was referred to SSA on 2/7/2014. The employee must visit a SSA field office within 8 Federal government workdays. To complete the referral process follow the steps below.

1. Print the SSA Referral Date Confirmation.
2. Review the SSA Referral Date Confirmation privately with the employee.
3. Give the employee the signed SSA Referral Date Confirmation. The employee will need to take the letter to a SSA field office.
4. Confirm you have given the employee a printed copy of the signed SSA Referral Date Confirmation.  
 *I have given the employee a printed copy of the signed SSA Referral Date Confirmation.*
5. After these steps are complete, click the **Complete** button below.
6. E-Verify Referral Date Confirmations have been translated into several languages and are available via I-9 Management Help.
7. I authorize my electronic signature to be applied to this E-Verify document being provided to the employee.



**Confirm**

[SSA Referral Date Confirmation \(English\)](#)  
[SSA Referral Date Confirmation \(Español\)](#)

# HOW TO “CONTEST” A TENTATIVE NON-CONFIRMATION (CONTINUED)

- Complete TNC Process

DHS Referral - Case Number: 101115180834044

Verify Information — Print Notice — Mail or Upload — Upload — Refer Employee — Print Letter — **Complete**

✔ You have successfully referred this employee to DHS.

**Return to Employee Detail Page**

The screenshot shows a progress bar with seven steps: Verify Information, Print Notice, Mail or Upload, Upload, Refer Employee, Print Letter, and Complete. The 'Complete' step is highlighted with a red box. Below the progress bar, a green checkmark and text confirm the referral. A red box highlights the 'Return to Employee Detail Page' button, with a red arrow pointing to it.

**You will be prompted to "Return to Employee Detail Page"**

**E-Verify**

Origination Date: 11/15/2010  
Reason for Delay: Operational or technical issue encountered.  
FAR E-Verify Status: Covered  
Current Status Date: 11/15/2010  
Current Status: Employee referred to DHS.

**A new status is displayed**

History... Close Case

The screenshot shows the E-Verify status page. The 'Current Status' is 'Employee referred to DHS.', which is highlighted by a red arrow and the text 'A new status is displayed'. At the bottom, there are two buttons: 'History...' and 'Close Case'.

# HOW TO “CONTEST” A TENTATIVE NON-CONFIRMATION (CONTINUED)

- **To go back, DO NOT use the browser “Back” button, click on the “Back” button on the page**

# FURTHER ACTION NOTICE AND REFERRAL DATE CONFIRMATION – SSA TNC

- Further Action Notice – SSA TNC
- Referral Date Confirmation – SSA TNC

# FURTHER ACTION NOTICE AND REFERRAL DATE CONFIRMATION – DHS TNC

- Further Action Notice – DHS TNC
- Referral Date Confirmation – DHS TNC

# HOW TO “NOT-CONTEST” A TENTATIVE NON-CONFIRMATION

Print and explain to the employee the “Further Action Notice (FAN)”

The employee elects not to contest the findings

Click on the “Not Contest” button

## E-Verify

**Origination Date:** 02/07/2014

**Reason for Delay:** Federal Contractor verifying an existing employee.

**FAR E-Verify Status:** Covered

**Current Status Date:** 02/07/2014

**Current Status:** SSA Tentative Nonconfirmation.

**Photo Matching Document:** N/A

### **ACTION REQUIRED!**

The SAMPLE Further Action Notices on this page are for INFORMATIONAL PURPOSES ONLY. They are only provided to help the employee decide to Contest or Not Contest the E-Verify results. When the employee makes their decision you MUST click on the appropriate button below. After clicking the appropriate button you MUST follow the steps listed on the E-Verify History page to actually refer the employee to SSA or DHS to close this E-Verify Tentative Nonconfirmation case. You MUST print the ACTUAL E-Verify documents on the E-Verify History page and provide copies to the employee.

E-Verify Further Action Notices have been translated into several languages and are available via I-9 Management Help.

[View Sample SSA Further Action Notice](#)

[View Sample SSA Further Action Notice \(Español\)](#)

History...

Contest

Not Contest

Close Case

# NOT-CONTEST TENTATIVE NON- CONFIRMATION IN I-9 MANAGEMENT (CONTINUED)

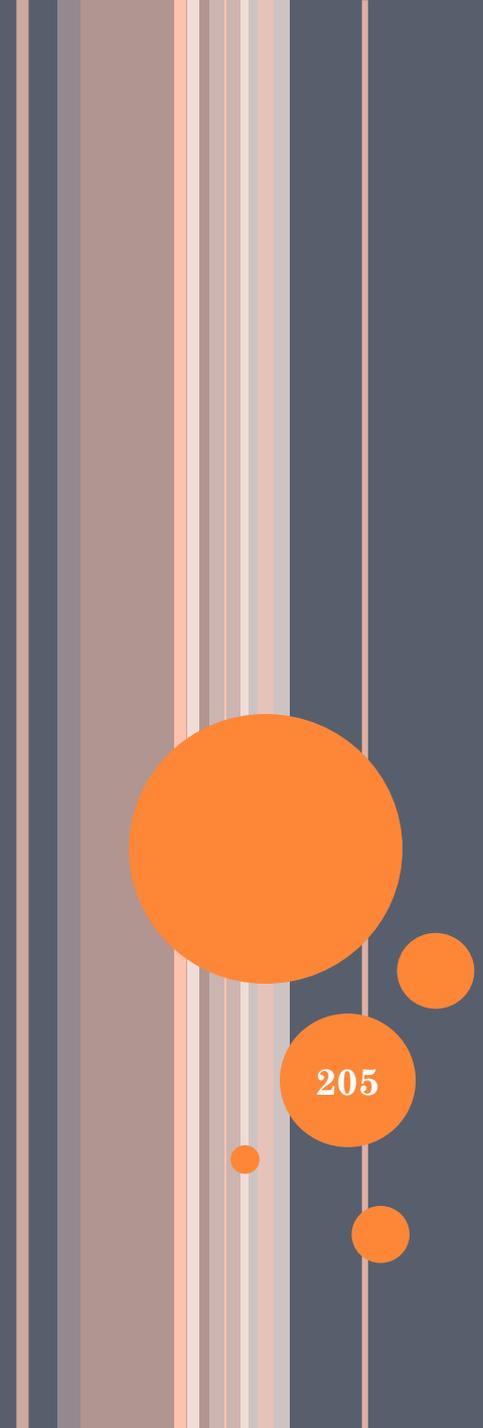
1. In the event the employee selects “Not Contested”, **STOP**, do not proceed by clicking any of the options to resolve the case. Return to Main Menu.
2. Contact your Divisional Human Resources office. There will be consultation with the hiring manager, General Counsel’s staff, Human Resources staff and, if the employee is a faculty member, the appropriate academic officer.
3. Following the consultation, a decision will be made regarding the employee’s status.
4. The pending Form I-9 will be completed / finalized by the Divisional HR Office. The Divisional HR Office will contact the hiring department with payroll instructions, if necessary.

# “NO-SHOW”

1. In the event an employee selects to contest a TNC, but fails to contact the appropriate agency (SSA or DHS) within the designated time, the E-verification determination will be “no show”.
2. If the determination is “no show”, **STOP**, do not proceed by clicking any of the options to resolve the case. Return to Main Menu.
3. Contact the appropriate Divisional Human Resources Office. There will be consultation with the hiring manager, General Counsel staff, Human Resources staff, and, if the employee is a faculty member, the appropriate academic office.
4. Following the consultation, a decision will be made regarding the employee’s status.
5. The Form I-9 will be completed by the Divisional Human Resources staff and the staff will notify the hiring manager regarding payroll instructions if necessary.

# FINAL NON-CONFIRMATION IN I-9 EXPRESS

1. In the event the E-verification determination is “Final Non-Confirmation”, **STOP**, do not proceed by clicking any of the options to resolve the case. Return to Main Menu.
2. Contact your Divisional Human Resources office. There will be consultation with the hiring manager, General Counsel’s staff, Human Resources staff, and, if the employee is a faculty member, the appropriate academic officer.
3. Following the consultation, a decision will be made regarding the employee’s status.
4. The pending Form I-9 will be completed / finalized by the Divisional HR Office. The Divisional HR Office will contact the hiring department with payroll instructions, if necessary.



# STUDENT EMPLOYMENT SERVICES (SES)

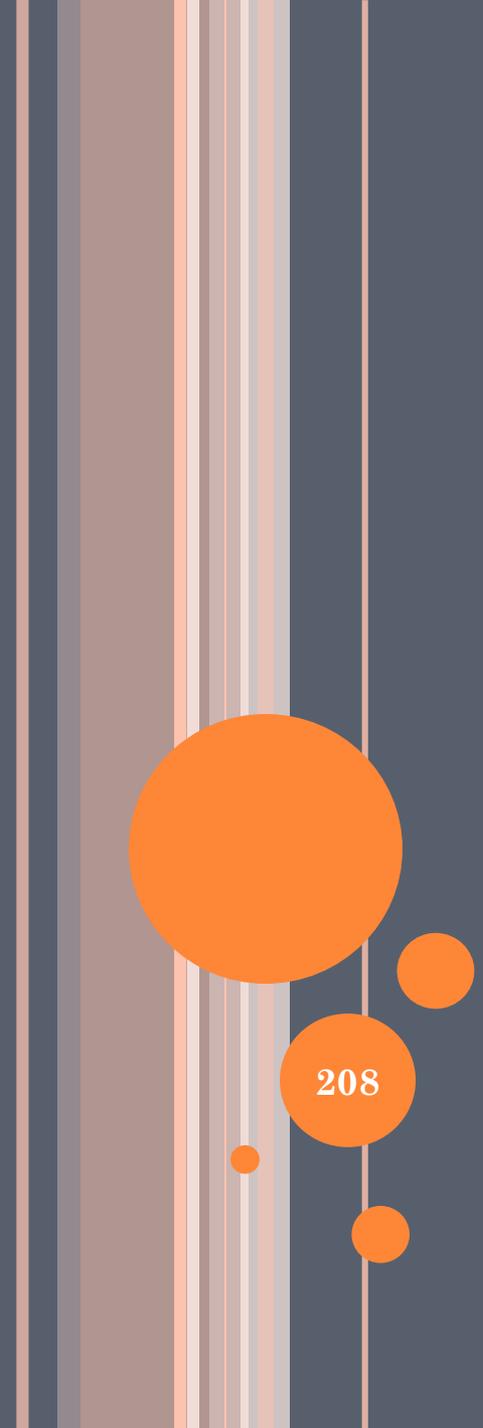
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# STUDENT EMPLOYMENT SERVICES (SES) HOMEWOOD

- *Students ~ U.S. Citizens*
  - SES will instruct Hiring Departments to inform student(s) to complete Section 1 prior to visiting SES.
  - SES staff will complete Section 2.
  - Upon completion of Section 2, SES will provide the student with an internal form to present to the hiring department confirming Form I-9 completion.
  - If there is a Tentative Non-Confirmation for SSA or DHS, refer to the instructions in the section **U.S. Citizens Notification of Eligibility to Work.**
- *Students – International Students or Legal Permanent Residents*
  - International & LPR who already have a social security number can complete Section 1 prior to visiting SES and complete section 2 with SES staff. International students that DO NOT have a permanent social security number should schedule an appointment to complete BOTH section 1 & 2 @ SES.

# STUDENT EMPLOYMENT SERVICES (SES) HOMEWOOD (CONTINUED)

- In the event of “Not Contest”, “Contest No-Show”, or “Final Non-Confirmation”, SES will notify the student and hiring department; employment will be suspended pending final determination. A consultation will take place between SES, the hiring manager and General Counsel to make a determination regarding the student’s employment status.
- If, after consultation, it is determined that the student employee is to be terminated, the hiring department is required to notify the student. SES will proceed with resolving the case in Equifax.



**I-9 AND E-VERIFICATION  
PROCEDURES FOR EMPLOYEES  
WORKING OUTSIDE OF THE  
U.S.**

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# I-9 AND E-VERIFICATION PROCEDURES FOR EMPLOYEES WORKING OUTSIDE OF THE U.S.

- All new employees and current employees hired after November 6, 1986 paid from a federal contract must complete a Form I-9 and be e-verified. These procedures apply to employees working in the United States, including the 50 states, the District of Columbia, Guam, Puerto Rico, and the U.S. Virgin Islands.
- In order to be in compliance with federal regulations and to meet the business needs of the Johns Hopkins University, the following procedures are being introduced:
  1. New employees who are processed for employment (on-boarding) in the United States prior to traveling to the work location are required to complete the Form I-9 and be e-verified. The processes can be completed when the job offer is accepted. However, the Form I-9 and e-verification must be completed within three (3) business days of the first day of work for pay.
  2. New employees who are processed for employment (on-boarding) outside of the United States (see above for locations that are included in the United States) do not have to complete the I-9 and be e-verified. It is also true for current employees who were hired after November 6, 1986; paid from a federal contract and work outside the United States. However, if the employee returns to the United States to work, even if for one day, the Form I-9 must be completed within three (3) business days and the employee must be e-verified.

# PROCESSING THE FORM I-9 AND E- VERIFICATION AT REMOTE LOCATIONS

- Instructions to Employee Completing the Form I-9 at a Remote Location
- Instructions for the Notary Public

# APPENDIX - POSTERS

- E-Verify Participation Poster (English)
- E-Verify Participation Poster (Spanish)
- Right to Work Poster (English)
- Right to Work Poster (Spanish)

# APPENDIX – HANDBOOK FOR EMPLOYERS

- Handbook for Employers