

Hello!

TIP: go FULLSCREEN (button below)

# International I-9s

– a guide & reference manual

TIPS to using this Guide

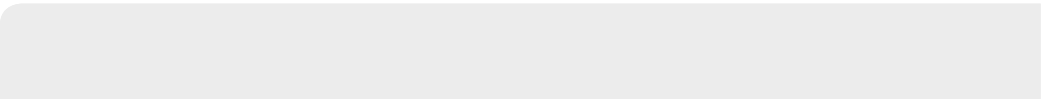
“SELECT from the buttons on  
the left to see...”

“START HERE...”

To get started, click on the ‘Next’ arrow, or use the Contents table on the right.

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– SELECT from the buttons below to navigate to a page



## Main Menu

## New I-9

## Upload I-9

## Search For Employees

## Reports

## Help

OMB No. 1615-0047; Expires 08/31/12

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

Please 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.

**Section 1. Employee Information and Verification.**

To be completed and signed by employee at the time employment begins.

Last	First	Middle Initial	Maiden Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address (Street Name and Number) <input checked="" type="radio"/> U.S. <input type="radio"/> International		Apt. #	Date of Birth (mm/dd/yyyy)
<input type="text"/>		<input type="text"/>	<input type="text"/>
City	State/Province	Zip/Postal Code	Social Security #
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hire Date (mm/dd/yyyy)	Location	<input type="radio"/> SSN Applied For	
<input type="text"/>	<input type="text" value="Non-US citizen faculty, staff and student"/>		

**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 #) A
- ☐ An alien authorized to work  
(Alien #) A  (I-94 #)   
Expiration Date (if applicable)  (mm/dd/yyyy)
- ☐ Employee is Asylee, Refugee, Micronesia Citizen or Marshall Islands Citizen

Preparer and/or Translator Certification. ([Auto-Fill](#) | [Clear](#))

As with I-9s for US citizens, Section 1 is straightforward. Here are a few points to note (**ROLLOVER** the text boxes below to see arrows and emphasis):

## LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

## LIST A

Documents that Establish Both  
Identity and Employment  
Authorization

## LIST B

Documents that Establish  
Identity

## LIST C

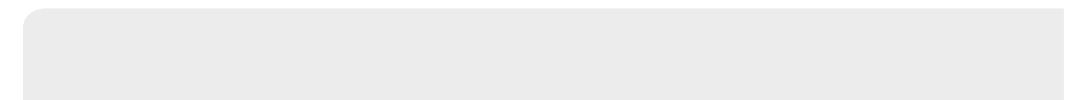
Documents that Establish  
Employment Authorization

OR

AND

1. U.S. Passport or U.S. Passport Card	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	
4. Employment Authorization Document that contains a photograph (Form I-766)	3. School ID card with a photograph	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form	4. Voter's registration card	
	5. U.S. Military card or draft record	4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
	6. Military dependent's ID card	
	7. U.S. Coast Guard Merchant Mariner Card	5. Native American tribal document
	8. Native American tribal document	6. U.S. Citizen ID Card (Form I-197)
	9. Driver's license issued by a Canadian government authority	
	For persons under age 18 who are unable to present a document listed above:	7. Identification Card for Use of Resident Citizen in the United States (Form I-179)









# Goodbye!

– designed and built by Jeffrey Perumal, OISSS, JHU

**If you have any questions regarding International I-9s, please do not hesitate to get in touch with your campus' International Office.**

**If you have any questions, comments, or suggestions regarding this guide, please contact Human Resources.**