

FAQ for I-9s

General I-9 Process Questions

What is I-9 and why do I need to complete it?

- It is a federal form that used to verify the identity and employment eligibility in the US for an employee.

Who needs to complete I-9 at JHU?

- **All** new employees (US and non-US citizen student, staff, faculty) must complete the I-9.
- Students, staff, and faculty who have had a break in service of three (3) days or more from all active assignments/positions.
- Students who receive scholarships and/or fellowships at JHU but have no other active assignments/positions.

Who is *not* required to complete I-9 at JHU?

- Current JHU students, staff, faculty who have completed Form I-9 during their initial hiring process and have not had a break in service of three (3) days or more.

Is the I-9 process done in person or virtually?

- Section 1 is done online. Section 2 and/or Reverification must be done in person by appointment.

What documents should I bring?

- Please refer to the List of Acceptable Document (LAD) to determine which documents best support your identity and right to work in the US. Contact the I-9 Team if you are unable to find it.

Why don't you accept electronic documents at the in-person interview?

- It is a federal requirement that we review original, unexpired documents to complete I-9.

I don't live or work in MD. How can I schedule an appointment to complete the I-9 process?

- I-9 appointments can be scheduled on campus in Baltimore or with our vendor, I-9 Anywhere throughout the US. Please contact our team so we can provide you with the correct link based on your circumstances and location.

I am currently abroad. How can I complete Section 1 of the I-9?

- You cannot. The I-9 cannot be completed outside of the US or their territories. If you work overseas, your work address must be updated accordingly with HR.

Can I use my nickname instead of my legal name on I-9?

- No. You must use the name specified on official government documents (passport, driver's license, SSN card, etc.)

My name has changed because of a life event but my documents are in my former name. Can I use them for the I-9 process?

- We may accept documents with a different name than the name entered on the I-9 if the document reasonably relates to you. You may provide documentation to support a name change but is not required to do so. If we determine the document containing a different name does not reasonably appear to be genuine and to relate to the employee, we may ask you to provide other documents from the Lists of Acceptable Documents on the Form I-9.

Will I get a receipt upon completion of my I-9?

- No, you will not receive a completion confirmation email about your I-9 form. If you or your supervisor/HR Department need confirmation, either may contact us or HR Department can view the I-9 form in Equifax.

What category do I fall under in Section 1?

- a. #1 – *A citizen of the United States* – US Citizens whether natural born or naturalized.

- b. #2 – *A noncitizen national of the United States* – Noncitizen nationals of the US were born in American Samoa or the Swains Islands or who has parents born in those acquired outlying possessions.
- c. #3 – *A lawful permanent resident* – Individual who is not a US Citizen and who resides in the US under legally recognized and lawfully recorded permanent residency/green card. Asylees and refugees should not select this status.
- d. #4 – *A noncitizen authorized to work* – Individual who is not a citizen or national of the US, and not a lawful permanent resident, but is authorized to work in the US.

If I have completed an I-9 in the past, do I have to complete another, if I accept a new position?

- If you were terminated in SAP from your previous position(s) for more than three (3) days before you were hired for the new position, you must complete a new I-9. If you have not had break in service, you are not required to complete a new I-9.

Foreign National I-9 Process Questions

Section 1 has a field of SSN. My temp ID that JHU provided to me does not work there. How can I complete the I-9?

- Temp ID is not the same as the real SSN. The SSN is a unique number provided by the US government. It is for your life time even if you leave the US and then return. If you never received your real SSN, you should select “SSN Applied for” on the I-9. Make sure you apply for SSN as soon as possible but not earlier than 10 days after your arrival to the US.

What documents can an F-1 student present?

- You may choose which document(s) you present from the LAD. See the examples below:
 - o **List A:** a foreign passport, Form I-20, Form I-94.
 - o **List B & List C:**
 - A School ID/Driver’s License, State ID; Canadian Driver’s License, Native Tribal Documents; Form I-20;
 - Unrestricted US Social Security Card; Original/Certified copy of State Birth Certificate; Native American Tribal Document; US Citizen ID Card; DHS/USCIS Employment Authorization Document (either of Forms I-20, DS-2019, I-94, I-766)

Can I use the same documents for reverification?

- As long as those documents are valid beyond your current expiration date on I-9. You will need to present original, unexpired documents as evidence of your continued work authorization beyond the expiration date of the original I-9.

My EAD application was filed three (3) months ago but I have not yet received the card. Can I work while the application is pending?

- It depends on the category of your EAD. For example, you may not begin your pre- or post-completion OPT until after USCIS approves your Form I-765 and you receive your Employment Authorization Document (EAD) and complete the I-9.

My EAD application was approved, but I have not yet received the EAD. Can I work before it arrives?

- It depends on the category of your EAD. For example, you may not begin your pre- or post-completion OPT until after USCIS approves your Form I-765 and you receive your Employment Authorization Document (EAD) and complete the I-9.

My current EAD/OPT has expired or is expiring. I filed for STEM OPT before the EAD expired. Can I continue to work for the same employer while the STEM OPT EAD is pending? What document(s) should I present?

- In general, yes, you may continue working while your STEM OPT is pending. If you filed your STEM OPT extension application on time (prior to the EAD expiration date) and your OPT period expires while your extension application is pending, USCIS will automatically extend your employment authorization for 180 days or 540 days, if your EAD is based on a category eligible for Automatic Extensions. This automatic extension ends once USCIS adjudicates your STEM OPT extension application. You still need to reverifiy your

I-9 on time before your current EAD is expired. For reverification using the EAD, you should bring **the expired/expiring EAD with the Form I-797A (Notice of Action)** which shows USCIS receipt of the STEM OPT application.

Is a Form I-797C, Notice of Action, for a lost/stolen EAD acceptable for I-9 completion and work authorization for 90 days?

- Yes, you can use a receipt for a lost or stolen EAD as evidence of your identity and work authorization for up to 90 days of employment from the date of hire or if for reverification, from the date employment authorization expires. (Please note that replacement EADs usually take longer than 90 days to process.)

If I hold J-2 status, can I work before I receive the EAD or after the EAD expires?

- J-2 status holders may work only after they received their Employment Authorization Document (EAD) from the US Citizenship and Immigration Services (USCIS) as long as the start date on EAD is not in the future. This status is not eligible for automatic extension after the EAD is expired and the employee has not received a new work authorization.

I am an O-1 beneficiary. My petition was filed by another company, not JHU. I believe that I am authorized to work for JHU. What documents do I need to provide you with during the appointment?

- If your O-1 was sponsored by an employer for a single petition, your O-1 status is valid only for the position stated on the O-1 petition. You cannot accept any other employment outside that single employer. However, if the petition was filed by an agent, you may be able to use your O-1 approval with an itinerary or contract for services specifically for JHU.