I-9 REFERENCE GUIDE

Student Employment – For the employing department: Completing Section 2

January, 2017
THE FORM I-9

According to Federal Law, all persons working for a new employer are required to show original proof of their identity and employability to work in the United States (as part of the completion of the Form I-9), before they start a job.
IF A NEW I-9 NEEDS TO BE COMPLETED:

• The form MUST be completed within the first three days of work.
• If not completed by the 3rd day of work, the student must stop working until the form is completed.
USE THE CORRECT FORM

• The Form I-9 is frequently revised by the Federal Government.
• We cannot accept old forms.
• The instructions and valid form can be found online at:
  http://studentemployment.cornell.edu/forms and http://www.uscis.gov/i-9
• Use blue or black ink to complete the form.
• Using white paper when printing the form allows for better visibility of the completed information, especially when it is updated to the student’s file.
I-9 INSTRUCTIONS FOR:

- U.S Citizens
- Noncitizen Nationals
- Permanent Residents
- Foreign Nationals

- For the completion of the Form I-9, the student must be able to provide you ORIGINAL and unexpired acceptable documentation that shows proof of their identity and employability within the United States. Photocopies, faxed, or scanned image copies are not acceptable.

- Section 1 is to be completed by the student employee. If any corrections are found needed in Section 1, the edit must be made (and initial and dated) by the student employee.

- Section 2 is to be completed by you, the authorized representative for the employing department. If any corrections are found needed in Section 2, you must make (and initial and date) any needed edit.

- Our office will communicate with you, the authorized representative of the employing department, of any corrections that are found needed (in either Section 1 and/or Section 2). You are then responsible to contact the student employee of any Section 1 specific corrections to be made.
BEFORE YOU BEGIN

• Before completing Section 2, you must ensure that Section 1 is completed properly and on time. *Employers may not ask an individual to complete Section 1 before he or she has accepted a job offer.

• You must complete Section 2 – in part of that, examining original evidence of identity and employment authorization – within 3 business days of the student’s first day of employment. If the student is hired for less than 3 business days, the I-9 must be completed no later than the first day of employment. The I-9 can be completed before the first day of employment, if the employing department has offered the student a job, and the student has accepted the position.
• You cannot not specify which document(s) the student must present from the Lists of Acceptable Documents to establish their identity and employment authorization. The student must present you one selection from List A OR a combination of one selection from List B and one selection from List C. Please note that some List A documents are a combination of documents, each of which must be written in the sections provided. The student must present combination documents together to be considered an acceptable List A document.

• You must physically examine each document that the student presents, to determine if it reasonably appears to be genuine and relate to the person presenting it. The person who examines the documents must be the same person who signs Section 2. The examiner of the documents, and the student employee, must both be physically present during the examination of the presented documents.
List of Acceptable Documents
All documents must be UNEXPIRED

Employees may present one selection from List A, OR
A combination of one selection from List B AND one selection from List C.

List A: Documents that establish both identity and employment authorization
1. U.S. Passport or U.S. Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
4. Employment Authorization Document that contains a photograph (Form I-766)
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:
   a. Foreign passport; and
   b. Form I-94 or Form I-94A that has the following:
      i. The same name as the passport; and
      ii. An endorsement of the alien’s nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
   c. Form I-20 or Form DS-2019
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI
**List B: Documents that Establish Identity**

*One selection from List C must also be provided if presenting a List B item*

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
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
3. School ID card with a photograph
4. Voter’s registration card
5. U.S. Military card or draft record
6. Military dependent’s ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver’s license issued by a Canadian government authority

**For persons under age 18 who are unable to present a document listed above:**

1. School record or report card
2. Clinic, doctor, or hospital record
3. Day-care or nursery school record
**List C: Documents that Establish Employment Authorization**

*One selection from List B must also be provided if presenting a List C item*

1. A Social Security Account Number card, unless the card includes one of the following restrictions:
   
   a) NOT VALID FOR EMPLOYMENT
   
   b) VALID FOR WORK ONLY WITH INS AUTHORIZATION
   
   c) VALID FOR WORK ONLY WITH DHS AUTHORIZATION

2. Certification of Birth Abroad issued by the Department of State (Form FS-545)

3. Certification of Report of Birth issued by the Department of State (Form DS-1350)

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

5. Native American tribal document

6. U.S. Citizen ID Card (Form I-197)

7. Identification Card for Use of Resident Citizen in the United States (Form I-179)

8. Employment authorization document issued by the Department of Homeland Security
FOR THE EMPLOYER: COMPLETING SECTION 2

• Employee Info from Section 1: You must write in the students Last Name, First Name, and Middle Initial (or N/A) in the appropriate fields, exactly how the student provided their name in Section 1. You must also enter in the Citizenship/Immigration Status field the corresponding number only (1, 2, 3, 4) of the citizenship or immigration status checkbox that the student selected in Section 1.

• Record the document title shown on the Lists of Acceptable Documents, issuing authority, document number, and expiration date (if any) from the original document(s) the student presents. You may write “N/A” in any unused fields. If the student provides List A documents that are a combination of documents, information for each document item must be recorded separately in the sectioned blocks provided.

*Be sure that you are recording the document information under the appropriate List column!
FOR THE EMPLOYER: COMPLETING SECTION 2
(CONT.)

• Under Certification, write in the student’s first day of employment (mm/dd/yyyy).
• You must then sign in the Signature of Employer or Authorized Representative field.
• The date, mm/dd/yyyy, must be the actual date you completed and signed Section 2.
• You must then also complete the fields:
  • Title of Employer or Authorized Representative
  • Last Name (Family Name), First Name (Given Name)
  • Employer’s Business or Organization Name
  • Employer’s Business or Organization Address (Street Number and Name)
  • City or Town
  • State
  • Zip Code
NEXT STEPS

• While the student is still present, it is best to review the completed form for any mistakes or errors.

What to look for in Section 1

Did the student…..

- Enter their last name, first name, and middle initial (if they have a middle name);
  - If the student did not enter a middle initial, they must enter N/A
- Enter any other last names used;
  - If the student does not have any other last names used, they must enter N/A
- Enter a complete address – (street number and name, apartment number if applicable, city or town, state, and zip code)
  - If the student does not have an apartment number, they must enter N/A in that field
- Enter their complete date of birth - mm/dd/yyyy;
- Enter their Social Security Number – this field is optional, so if this field has been left blank, that is acceptable;
- Enter their email address;
  - If the student elects not to provide their email address, they must enter N/A
- Enter their telephone number;
  - If the student elects not to provide their telephone number, they must enter N/A
NEXT STEPS

What to look for in Section 1 (cont.)

Did the student…..

➢ Check one of the four boxes attesting to their status;
  • If the box for “A noncitizen national” was selected, you would want to confirm with the student if they in fact are a noncitizen national (noncitizen nationals of the United States are persons born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad), or if they are here instead on a visa. If the student is here on a visa, then they are an alien authorized to work.
  • If the box for “A lawful permanent resident” is selected, the student’s Alien Registration Number/UCSIC Number must also be noted on the line provided.
  • If the box for “An alien authorized to work” is selected, the student must include the work until date on the line provided.
    ➢ Aliens whose employment authorization does not expire, such as refugees, asylees, and certain citizens of the Federation States of Micronesia, the Republic of the Marshall Islands, or Palau, may write “N/A” on that line.

➢ Continue to next slide
NEXT STEPS

What to look for in Section 1 (cont.)

Did the student.....

• For aliens authorized to work, one of the three choices listed must also be entered – 1. Alien Registration Number/USCIS Number, OR 2. Form I-94 Admission Number, OR 3. Foreign Passport Number and Country of Issuance. N/A must be entered on the lines for the two choices not completed.

➢ Sign and date in the Signature of Employee and Today’s Date fields?

➢ Select the appropriate box in the Preparer and/or Translator Certification section?

➢ Under the signature and date line, the student must check the box “I did not use a preparer or translator” if that is true. If they did use a preparer or translator, that appropriate box would need to be checked, and the preparer/translator section must be completed by the preparer/translator.

• If any of Section 1 was completed by a preparer or translator, that individual must certify that he or she assisted the student by completing the Preparer and/or Translator Certification Block. If multiple preparers and/or translators were required, subsequent preparers and/or translators must complete the Preparer/Translator Certification of a second Form I-9 and attach that page to the originally completed Form I-9.
NEXT STEPS

- I-9’s completed for undergraduate students must be faxed to the Office of Financial Aid and Student Employment at 607-254-1586, for further review and processing.

- I-9’s completed for graduate students must be attached to the students record in Workday. Instructions can be found online [https://hr.cornell.edu/workdayCommunications/HCM%20job%20aids/DocumentAttachmentsforGraduateStudents.pdf](https://hr.cornell.edu/workdayCommunications/HCM%20job%20aids/DocumentAttachmentsforGraduateStudents.pdf)
QUESTIONS?

Please feel free to contact our office.

Office of Financial Aid and Student Employment
Nicole Waterman
Student Employment Advisor
203 Day Hall
Fax (Form I-9): 607-254-1586
sesemp@cornell.edu
http://www.studentemployment.cornell.edu