

# I-9 Reference Guide

Student Employment - For the student employee: Completing Section 1

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 3<sup>rd</sup> day of work, you 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 your student file.

# I-9 Instructions for:

- ▶ U.S Citizens
- ▶ Noncitizen Nationals
- ▶ Permanent Residents
- ▶ Foreign Nationals
  
- ▶ For the completion of the Form I-9, you must be able to provide ORIGINAL and unexpired acceptable documentation that shows proof of your identity and employability within the United States. Photocopies, faxed, or scanned image copies are not acceptable.
- ▶ Section 1 is to be completed by you, the student employee. If any corrections are found needed in Section 1, the edit must be made (and initial and dated) by you.
- ▶ Section 2 is to be completed by the employing department. If any corrections are found needed in Section 2, the authorized representative who completed and signed originally must make (and initial and date) any needed edit.
- ▶ Our office will communicate with the authorized representative of the employing department of any corrections that are found needed (in either Section 1 and/or Section 2). That representative will then be in contact with you of any Section 1 specific corrections to be made.

# For the student: Completing Section 1

- ▶ **Name:** Provide your full legal last name, first name and middle initial. Your last name is your family name or surname. If you have two last names or a hyphenated last name, include both names in the last name field. Your first name is your given name. Your middle initial is the first letter of your second given name, or the first letter of your middle name, if any. If you do not enter a middle initial, you must write N/A in that field.
- ▶ **Other last names used:** Provide all other last names used, if any (including maiden name). If you have had no other last names, you must write N/A in that field.
- ▶ **Address:** Provide the address where you currently live, including Street Number and Name, Apartment Number (if applicable), City, State, and Zip Code. If you do not have an apartment number, you must write N/A in that field.
- ▶ **Date of Birth:** Provide your date of birth in the mm/dd/yyyy format. For example, January 23, 1980, should be written as 01/23/1980.

# For the student: Completing Section 1 (cont.)

- ▶ U.S. Social Security Number: Provide your 9-digit Social Security number, providing your Social Security number is voluntary.
  - ▶ E-mail Address: If you elect not to provide your email address, you must write N/A in that field.
  - ▶ Telephone Number: If you elect not to provide your telephone number, you must write N/A in that field.
  - ▶ All employees must attest in Section 1 to their citizenship or immigration status by checking one of the four boxes provided on the form
    - ▶ A citizen of the United States
    - ▶ A noncitizen national of the United States: 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.
- ▶ (continue to next slide)

# For the student: Completing Section 1 (cont.)

- ▶ A lawful permanent resident: A lawful permanent resident is any person who is not a U.S. citizen and who resides in the United States under legally recognized and lawfully recorded permanent residence as an immigrant. The term “lawful permanent resident” includes conditional residents. If you check this box, write either your Alien Registration Number (A-Number) or USCIS Number in the field next to your selection. At this time, the USCIS Number is the same as the A-Number without the “A” prefix.
- ▶ An alien authorized to work: If you are not a citizen or national of the United States or a lawful permanent resident, but are authorized to work in the United States, check this box.
  - ▶ If you check this box:
    - ▶ Record the date that your employment authorization expires. Aliens whose employment authorization does not expire, such as refugees, asylees, and certain citizens of the Federated States of Micronesia, the Republic of the Marshall Islands, or Palau, may write “N/A” on this line.

▶ (continue to next slide)



# For the student: Completing Section 1 (cont.)

- ▶ For aliens authorized to work, you must then also provide one of the following 1. your Alien Registration Number/USCIS Number (on line 1), OR 2. your Form I-94 Admission Number (on line 2), OR 3. your Foreign Passport Number and Country of Issuance (on lines 3). N/A must then be written on the lines for the two choices not completed.
- ▶ You must then sign your name in the “Signature of Employee” block, and record the date you completed and signed Section 1.
- ▶ You must select the appropriate box in the Preparer and/or Translator Certification section. You must check the box “I did not use a preparer or translator” if that is true. If a preparer or translator was used, that appropriate box would need to be checked, and the preparer/translator section must then be completed by the preparer/translator.
- ▶ You must then present your completed and signed Section 1 to your employer, along with documentation that establishes your identity and employment authorization. You choose which documents to present from the List of Acceptable Documents (shown on the next three slides, and available within the I-9 instructions online at <http://www.uscis.gov/i-9> ). You must present this documentation no later than the third day after beginning employment, although you may present the required documentation and I-9 before this date.

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;

# Questions?

Please feel free to contact our office.

Office of Financial Aid and Student Employment

Nicole Waterman

Student Employment Advisor

203 Day Hall

[sesemp@cornell.edu](mailto:sesemp@cornell.edu)

<http://www.studentemployment.cornell.edu>