

## Completing Form I-9 (Employment Eligibility Verification)

All persons beginning new jobs in the U.S. (even U.S. citizens and permanent residents) are required to show documents to their employer proving that they are authorized for employment. Therefore, if you accept a job in the U.S., your employer will need to see your documents authorizing employment in order to complete **Form I-9**, typically on your first day of work.

Unfortunately, the Lists of Acceptable Documents on Form I-9 do not identify the documents that persons in F-1, J-1, or H-1B status have as verification of their employment authorization, often making the completion of Form I-9 very confusing for both employer and employee.

The following guidelines are provided to assist persons in F-1, J-1, or H-1B status in understanding what documents may be used to complete Form I-9.

The form has two sections that must be completed:

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### Section: 1: Employee Information and Verification

You, as the employee, must complete this section with all the relevant information. You should pay special attention to the following area of Section 1:

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

- A citizen or national of the U.S.
- A Lawful Permanent Resident (Alien # A\_\_\_\_\_)
- An alien authorized to work until \_\_\_/\_\_\_/\_\_\_  
(Alien # or Admission # \_\_\_\_\_)

*Perjury* (giving false information under oath) is considered a serious offense. At the very least, giving incorrect information in this area could lead to a serious misunderstanding between you and your employer that could result in your losing your job or in even more severe penalties. Therefore, it is very important to provide correct information here.

If you are in F-1, J-1, or H-1B status, you are a “nonimmigrant alien.” Therefore, you should mark the third box “An alien authorized to work until \_\_\_/\_\_\_/\_\_\_” and enter the date your employment authorization expires. The following explain what “end date” to use if you are not sure:

- *F-1 students with on-campus employment (graduate assistantship or hourly):* end date of I-20\*
- *F-1 students with economic necessity employment authorization or optional practical training:* end date of your Employment Authorization Document (EAD) issued by the USCIS.
- *F-1 students with curricular practical training (CPT):* end date of CPT authorization on reverse side of your I-20
- *J-1 students:* end date of your written employment authorization from your Program Sponsor (the office or agency that issued your DS-2019) this will often be in the form of a letter, or end date of DS-2019 issued specifically for academic training\*
- *J-1 professors, research scholars, specialists, or medical trainees:* end date of your DS-2019. **Make sure the employment is listed on your DS-2019 or otherwise authorized by your Program Sponsor** (the office or agency that issued your DS-2019).
- *H-1B workers:* end date of your I-94. **Make sure you have been approved by the USCIS to work for this employer in the position for which you have been hired.**

Alien # or Admission # \_\_\_\_\_

- If you have an Employment Authorization Document (EAD) issued by the USCIS, you may enter the number on your EAD that begins with the letter A in this space.

- Otherwise, enter your I-94 number. (The I-94 only shows a “Departure Number,” but this number is also your Admission Number.)

\*F-1 or J-1 students who fail to maintain full-time enrollment or otherwise violate their student visa status lose their on-campus work benefit.

## Section 2: Employer Review and Verification

The employer’s representative must complete this section using your *original documents*. We suggest that you present the following documents for completion of **List A**, as appropriate for your status:

### ***F-1 students with on-campus employment (graduate assistantship or hourly):***

- ✓ Unexpired passport
- ✓ I-94
- ✓ I-20

### ***F-1 students with economic necessity employment authorization or optional practical training:***

- ✓ Your EAD issued by the USCIS

### ***F-1 students with curricular practical training (CPT):***

- ✓ Unexpired passport
- ✓ I-94
- ✓ I-20 with CPT authorization on reverse side

### ***J-1 students:***

- ✓ Unexpired passport
- ✓ I-94
- ✓ Written employment authorization from your Program Sponsor (the office or agency that issued your DS-2019).  
If you are on academic training, this may be your DS-2019 issued specifically for academic training.

### ***J-1 professors, research scholars, specialists, or medical trainees:***

- ✓ Unexpired passport
- ✓ I-94
- ✓ DS-2019

### ***H-1B workers:***

- ✓ Unexpired passport
- ✓ I-94 showing employer’s name
- ✓ If I-94 does not show employer’s name, also present your I-797 Approval Notice with employer listed as “Petitioner”

✓ **Note:** Many U.S. citizens use a combination of their driver’s licenses and Social Security Cards (SSC) to complete Form I-9. Some employers—although they should not require specific documentation—may ask you for these documents. However, SSCs issued to persons in nonimmigrant status with work authorization typically include the notation “Valid for work only with DHS authorization.” ***SSCs with this notation are not considered complete proof of employment authorization, and, if you choose to use your SSC to complete Form I-9, you should present your specific work authorization documentation as well.***

✓ **Special note for Canadian citizens:** Canadian citizens who are nonimmigrants in the U.S. must comply with all requirements of their status but are not required to have a passport. Therefore, if you are Canadian and do not have a passport, you may present one of the documents listed under **List B** for identification purposes along with your I-94 and the employment authorization document that is relevant to your particular nonimmigrant classification for **List C**.

✓ For Canadians in TN status, your I-94 listing the employer for whom you will work is your only document showing authorization to work.