



Cornell University
International Students
and Scholars Office

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EMPLOYMENT AUTHORIZATION (I-9)
Directions for Departments Hiring F-1 Students

Background Information on I-9:

All international students on F-1 visas must complete the U.S. federal I-9 Employment Eligibility Verification Form before starting to work. The academic department employing the student completes this form. Please remember that international students may NOT work more than 20 hours per week during enrolled semesters.

Steps for I-9 Certification:

- 1) Student completes section 1 of the I-9
- 2) You check that the student has (a) valid passport (b) unexpired I-20 (c) I-94 card and make copies of these documents.
- 3) You complete List A of section 2 of the I-9 and fill out the “certification” portion

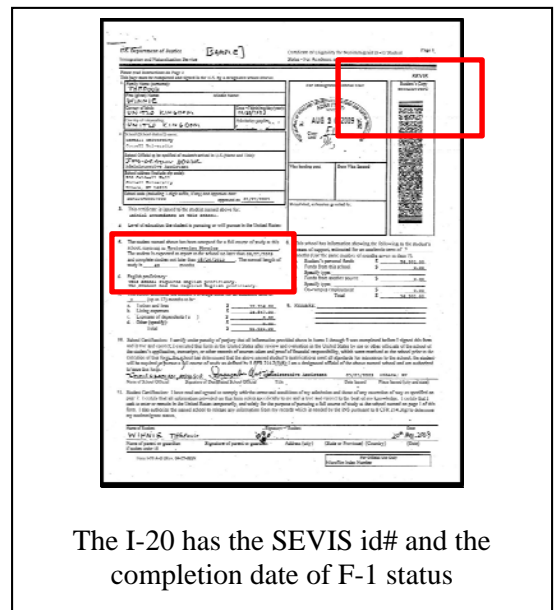
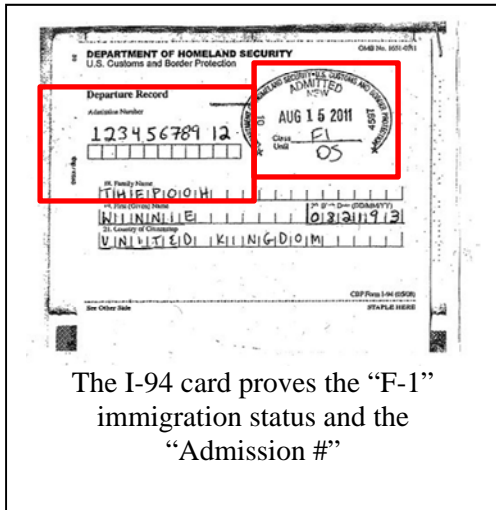
Samples of the Required Items:

- 1) Passport:

A foreign national passport is used to establish identity—that the person is who s/he say s/he is.



- 2) I-94 Card or “Departure Record,” (@ 3” x 5”) and



Completing the I-9:

- 1) Student fills in "Section 1: Employee information":
 - a. It is okay if they do not have a social security number
 - b. You may need to direct them to check "alien authorized to work"
 - c. "Admission #" = the number on the top of their I-94 card
 - d. The date "until (or expiration date...)" is the "complete studies no later than" date in item 5 of the I-20
 - e. Make sure student signs the form

Department of Homeland Security U.S. Citizenship and Immigration Services		OK dates for appt. <u>3/12/2012 - 5/26/2013</u> Visa <u>F-1</u> Title <u>Teaching Assistant</u> Dept. <u>Mathematics</u> Signature <u>[Signature]</u> Date <u>3/12/2012</u>	OMB No. 1615-0047; Expires 08/31/12 Form I-9, Employment Eligibility Verification
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 I. Employee Information and Verification (To be completed and signed by employee at the time employment begins.)			
Print Name: Last	First	Middle Initial	Maiden Name
<u>THEPOOH</u>	<u>Winnie</u>		
Address (Street Name and Number)		Apt. #	Date of Birth (month/day/year)
<u>HOUSE At Pooh Corner</u>			<u>8/21/1993</u>
City	State	Zip Code	Social Security #
<u>Hundred Acre Woods,</u>	<u>NY</u>	<u>14850</u>	
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):	
<input type="checkbox"/> A citizen of the United States		<input type="checkbox"/> A noncitizen national of the United States (see instructions)	
<input type="checkbox"/> A lawful permanent resident (Alien #)		<input checked="" type="checkbox"/> An alien authorized to work (Alien # or Admission #) <u>123456789 12</u>	
<input type="checkbox"/> An alien authorized to work (Alien # or Admission #)		until (expiration date, if applicable - month/day/year) <u>5/26/2013</u>	
Employee's Signature <u>[Signature]</u>		Date (month/day/year) <u>3/12/2012</u>	
Preparer and/or Translator Certification (To be completed and signed if Section I is prepared by a person other than the employee.) I attest, under penalty of perjury that I have reviewed the completion of this form and that to the best of my knowledge the information is true and correct.			

- 2) At the top of the form, you will fill in the information required:
 - a. Ok dates = start date of job through "complete studies" date on I-20
 - b. Visa = "F-1"
 - c. Title = [whatever title you are giving the student]
 - d. Dept. = [hiring department]
 - e. Sign and date

- 3) You, the hiring department administrator, will also complete “Section 2: Employer review”:
- Under “List A” first record the passport as detailed below
 - For the second document, write in “I-20” above “document #” and include the “SEVIS ID #” from the upper right hand corner of the I-20—it should be “N” followed by 10 digits
 - In the section entitled “Certification,” the student employment office DOES require you to include the date the student started the job
 - Finally, just sign, date, include your name, title and office information
 - Forward the I-9 to the student employment office

Section 2. Employer Review and Verification (To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)

List A	OR	List B	AND	List C
Document title: <u>Passport</u>		_____	_____	_____
Issuing authority: <u>United Kingdom</u>		_____	_____	_____
Document #: <u>G01234567</u>		_____	_____	_____
Expiration Date (if any): <u>12/9/14</u>		_____	_____	_____
I-20 Document #: <u>N000000000</u>		_____	_____	_____
Expiration Date (if any): <u>5/26/2013</u>				

CERTIFICATION: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) 3/12/2012 and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative <u>Your Signature</u>	Print Name <u>YOUR NAME</u>	Title <u>your title</u>
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code) <u>YOUR office etc.</u>		Date (month/day/year) <u>3/12/2012</u>

Section 3. Updating and Reverification (To be completed and signed by employer.)

A. New Name (if applicable)	B. Date of Rehire (month/day/year) (if applicable)

C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization.

Document Title: _____	Document #: _____	Expiration Date (if any): _____
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I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Date (month/day/year)

Form I-9 (Rev. 08/07/09) Y Page 4

OK dates for appt. 3/12/2012 - 5/26/2013

Visa F-1
Title Teaching Assistant
Dept. Mathematics
Signature [Signature]
Date 3/12/2012

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

Form I-9, Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

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.)

Print Name: Last <u>THEPOOH</u>	First <u>Winnie</u>	Middle Initial	Maiden Name
Address (Street Name and Number) <u>HOUSE AT POOH CORNER</u>		Apt. #	Date of Birth (month/day/year) <u>8/21/1993</u>
City <u>Hundred Acre Woods, NY</u>	State	Zip Code <u>14850</u>	Social Security #

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 #)
- An alien authorized to work (Alien # or Admission #) 123456789 12
until (expiration date, if applicable - month/day/year) 5/26/2013

Employee's Signature [Signature] Date (month/day/year) 3/12/2012

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature	Print Name
Address (Street Name and Number, City, State, Zip Code)	
Date (month/day/year)	

Section 2. Employer Review and Verification (To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)

List A	OR	List B	AND	List C
Document title: <u>Passport</u>				
Issuing authority: <u>United Kingdom</u>				
Document #: <u>G01234567</u>				
Expiration Date (if any): <u>12/9/14</u>				
Document #: <u>N000000000</u>				
Expiration Date (if any): <u>5/26/2013</u>				

CERTIFICATION: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) 3/12/2012 and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative <u>Your Signature</u>	Print Name <u>Your Name</u>	Title <u>Your title</u>
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code) <u>Your office etc.</u>		Date (month/day/year) <u>3/12/2012</u>

Section 3. Updating and Reverification (To be completed and signed by employer.)

A. New Name (if applicable)	B. Date of Rehire (month/day/year) (if applicable)
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C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization.

Document Title: _____ Document #: _____ Expiration Date (if any): _____

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Date (month/day/year)
--	-----------------------

OK dates for appt. _____
 Visa _____
 Title _____
 Dept. _____
 Signature _____
 Date _____

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

Form I-9, Employment Eligibility Verification

Department of Homeland Security
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Section 1. Employee Information and Verification (To be completed and signed by employee at the time employment begins.)

Print Name: Last	First	Middle Initial	Maiden Name
Address (Street Name and Number)		Apt. #	Date of Birth (month/day/year)
City	State	Zip Code	Social Security #

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 #) _____
- An alien authorized to work (Alien # or Admission #) _____ until (expiration date, if applicable - month/day/year)

Employee's Signature

Date (month/day/year)

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature

Print Name

Address (Street Name and Number, City, State, Zip Code)

Date (month/day/year)

Section 2. Employer Review and Verification (To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)

List A	OR	List B	AND	List C
Document title: _____		_____		_____
Issuing authority: _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____

CERTIFICATION: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) _____ and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative	Print Name	Title
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code)		Date (month/day/year)

Section 3. Updating and Reverification (To be completed and signed by employer.)

A. New Name (if applicable)	B. Date of Rehire (month/day/year) (if applicable)
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C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization.

Document Title: _____	Document #: _____	Expiration Date (if any): _____
I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.		
Signature of Employer or Authorized Representative		Date (month/day/year)

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)		
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	2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
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)
	4. Voter's registration card	
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	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	
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	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)
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	10. School record or report card	8. Employment authorization document issued by the Department of Homeland Security
	11. Clinic, doctor, or hospital record	
	12. Day-care or nursery school record	

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)