



FORM I-9: REFRESHER TRAINING

January 2020



Today's Agenda

- I. What's an I-9
- II. Harvard's Process: New Hires, Re-Certification
- III. Verifying and Listing Documents in Section 2
- IV. Review the I-9 Visa Types
- V. For More Information

I | FORM I-9

- Full Title: Form I-9, Employment Eligibility Verification
- Purpose: Completed by all newly hired employees in order to verify their **identity** and **authorization to work** in the United States.
- Affects: US Citizens and Non-US Citizens *working in the US*
 - New Hires
 - Rehires
 - (non-US Citizens only) – **any status change** , such as from an H1-B Visa to Permanent Resident
- Issued By: Department of Homeland Security (DHS), U.S. Citizenship and Immigration Services (USCIS)
- I-9 Forms: [Harvard Training Portal](#).

I | Who Completes this Form?

Section 1: Employee (page 1)

- Any person to perform labor or services
- New employees hired after November 6, 1986
- All Rehires (Harvard Process)
- Recertification

Section 2: The Employer (page 2)

- Examine and record document(s) provided
- Attestation

Section 3: Recertification (do not use)

- Harvard Process – do not use this section. For recertification, complete Sections 1 & 2 of a NEW I-9

Section 2. Employer or Authorized Representative Review and Verification
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name) Harvard	First Name (Given Name) John	M.I. N/A	Citizenship/Immigration Status 1
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List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title		Document Title Driver's license issued by state/territory		Document Title Social Security Card (Restricted)
Issuing Authority		Issuing Authority Massachusetts		Issuing Authority Social Security Administration
Document Number		Document Number S1234666		Document Number 111-67-7813
Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy) 03/07/2018		Expiration Date (if any)(mm/dd/yyyy) N/A
Document Title		Additional Information		QR Code - Sections 2 & 3 Do Not Write in This Space
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				
Document Title				
Issuing Authority				
Document Number				

Section 3. Reverification and Rehires *(To be completed and signed by employer or authorized representative.)*

A. New Hire (if applicable)			B. Date of Rehire (if applicable)	
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)	

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

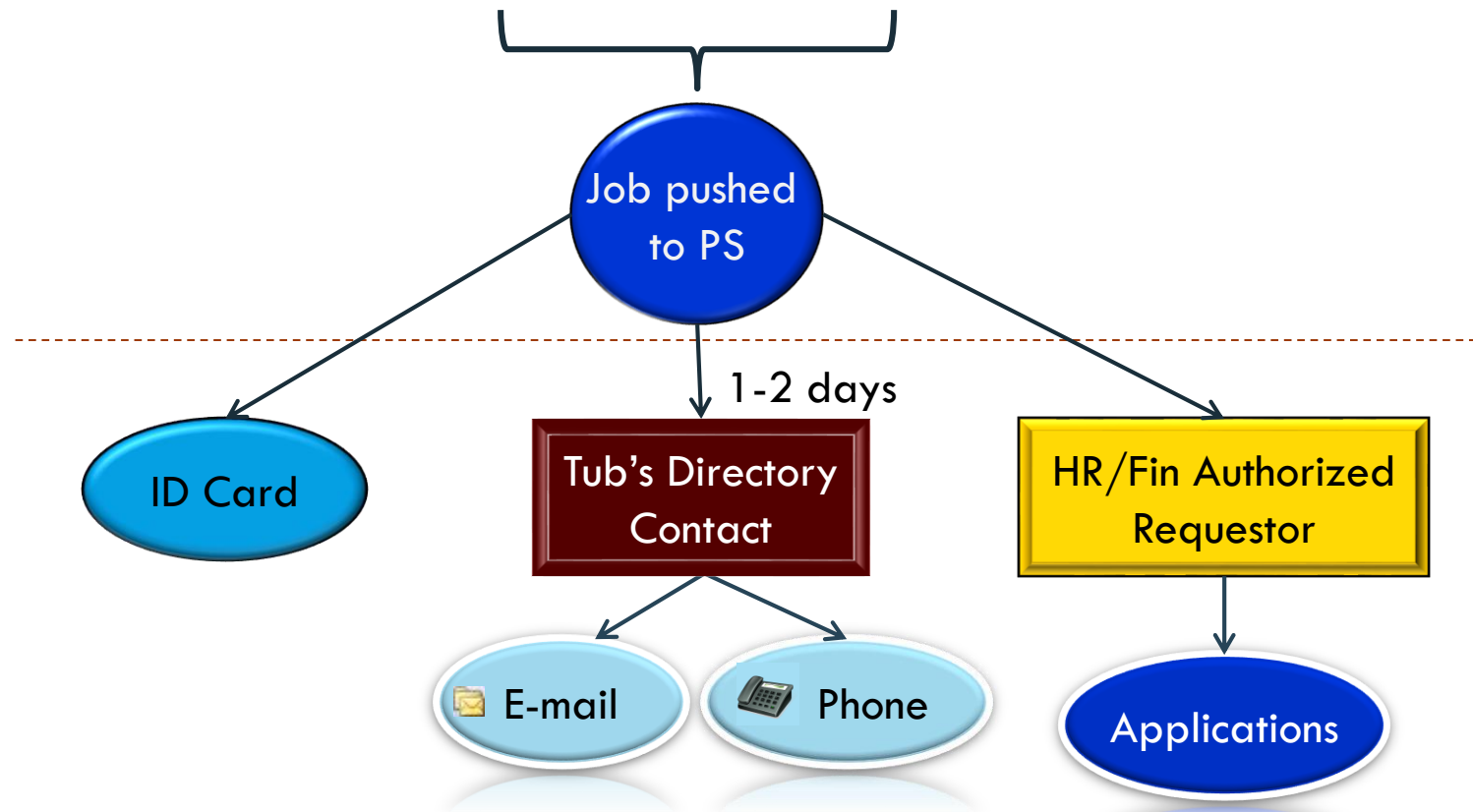
Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)

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	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative

II | Harvard Process

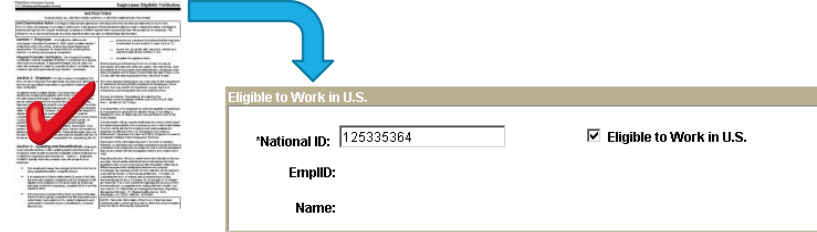
II | New Hires: On-boarding Process



II | Payroll & the I-9

Payroll Process (24-hours)

- Reviews the I-9 and supporting documentation
- Adds SSN (or Temp SSN) to the I-9 table and checks “Eligible to work in US”



Eligible to Work in U.S.

*National ID: Eligible to Work in U.S.

EmpID:

Name:

Remember Those Payroll Calendar Deadlines

Sun	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
9	10	11	12	13	14	15
	TL Appr Deadline: Weekly (9/14) TL Appr Deadline: Biweekly (9/14)	Payroll Open/Close: Weekly (9/14) Payroll Open/Close: Biweekly (9/14)	File Deadline: Stpend (10/1)		Check Date: Weekly Check Date: Biweekly TL Rpt Deadline: Weekly (9/21) TL Rpt Deadline: Biweekly (9/28)	
16	17	18	19	20	21	22
	TL Appr Deadline: Weekly (9/21)	Payroll Open/Close: Weekly (9/21)			Check Date: Weekly TL Rpt Deadline: Weekly (9/28) TL Rpt Deadline: Biweekly (9/28)	
23	24	25	26	27	28	29
	TL Appr Deadline: Weekly (9/28) TL Appr Deadline: Biweekly (9/28)	Payroll Open/Close: Weekly (9/28) Payroll Open/Close: Biweekly (9/28)	Payroll Open: LTD & Stpend (10/1)		Check Date: Weekly Check Date: Biweekly TL Rpt Deadline: Weekly (10/5) TL Rpt Deadline: Biweekly (10/12)	

■ Biweekly pay period

■ Payroll calculation NO SUBMITTING

■ Last day you can submit to PS

■ Check Date

II | I-9 Re-Certification

1. **MONTHLY:** Run the Visa Expiration Report: [Can be done in QlikView or PeopleSoft](#)

This report returns all visas that either have expired or will expire in 180 days.

Report HUPYX011 Work Authorization Report							CITIZENSHIP	VISA	EFFECTIVE	EXPIRATION	DURATION	PERMIT	
PAYGR DEPTID	DEPARTM	LAST NAM	FIRST NAM	EMPLID	JOBCODE	COUNTRY	STATUS	TYPE	DATE	DATE	TYPE	STATUS	
POU	123456	HMS^HCC	Asample	Aperson	11223344	403090	SLV	Alien Temp	TPS	4/15/2011	3/9/2012	Months	Granted
WTM	123457	HMS^Dvrs	Bsample	Bperson	22334455	700030	JPN	Alien Temp	F-1	9/13/2006	6/7/2012	Months	Granted
POU	123458	HMS^HCC	Csample	Cperson	33445566	403090	UNK	Alien Temp	UNK	4/15/2011	3/9/2012	Years	Applied For
MFC	123459	HMS^Psync	Dsample	Dperson	44556677	403	CAN	Alien Temp	J-1	2/23/2009	2/1/2012	Months	Granted
MFC	123460	HMS^HSD	Asample	Aperson	55667788	403	IND	Alien Temp	F-1	6/1/2010	5/27/2011	Months	Granted

2. Contact the employee to bring in updated documents.

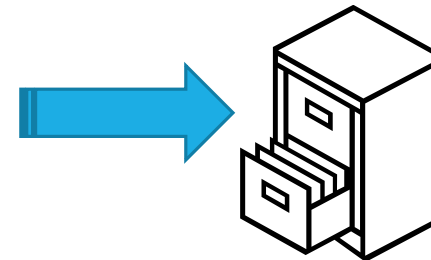


3. Complete a **NEW** Form I-9, sections 1 and 2.

Update HUID = 22222222
Paygroup = POU

Expiration Date (if Hire Date)
CERTIFICATION: the above-listed document(s) appear to (month/day/year) 01/16/2012 and employment agencies may omit the date

4. Send the completed I-9 and document copies to Central Payroll or HMS HR



II | Harvard International Office (HIO)



Working with the HIO

- www.hio.harvard.edu
- Office hours for Harvard Chan School and BIDMC, HMS, and HSDM: <http://hio.harvard.edu/office-hours>
- Sponsorship Submittal
- Working through all necessary paperwork
- Extension Requests
 - ❖ Example: submitting a Form I-129 –indicating a continuation of employment

II | Policy on Expired Visas

Harvard's Process for Expired Visas

- Direct deposit is turned off, and physical checks are created
- Tub instructs the employee to stop working until he or she provides a new Form I-9 with supporting documentation
 - ❖ You may work with the employee and the HIO – for example, for an H-1B extension
- Once the I-9 is received, Central Payroll re-establishes direct deposit.

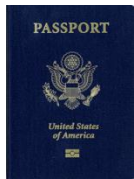
If the employee **cannot** recertify, he or she is given outstanding checks and removed from active payroll *by their local department* – they are no longer eligible to work.

Penalties for Hiring/Continuing to Employ Unauthorized Aliens

- **Individuals can be held personally responsible**
- Fines may be assessed *per unauthorized alien*
 - First Offense \$375 - \$3,200
 - Second Offense \$3,200 - \$6,500
 - Third Offense \$4,300 - \$16,000

III | Verifying and Listing Documents in Section 2

III | List A Documents - UNEXPIRED



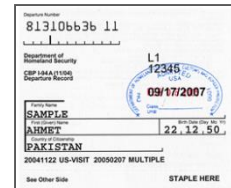
US Passport or US
Passport Card



Permanent Resident Card
or Alien Registration
Receipt Card (Form I-551)



Foreign passport that
contains a temporary I-
551 stamp or temporary
I-551 printed notation on a machine-
readable immigrant visa (MRIV)



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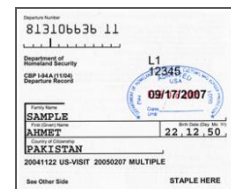


Foreign passport
with Form I-94 or
Form I-94A

Employees with J-1 Visas (exchange visitors) and F-1 Visas (students) must provide additional documentation



Employment Authorization
Document (Card) that contains
a photograph (Form I-766)



+



Passport from the
Federated States of
Micronesia (FSM) or the
Republic of the
Marshall
Islands (RMI) with Form I-94 or Form I-94A

III | List B Documents (Identity Only)



- Drivers License issued by State or outlying territory of the US
- Federal/State I.D. card
- School I.D. card
- Voters registration card
- U.S. Military card/draft record
- Military Dependent ID
- Coast Guard Merchant mariner Card
- Native American Tribal Document
- Canadian driver's license

If Under 18:

- School record/report card
- Clinic, hospital, doctor record
- Day care or nursery school record

III | List C Documents (Employment Authorization)

Social Security card, except for one that states that the person is not authorized to work

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

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

Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal

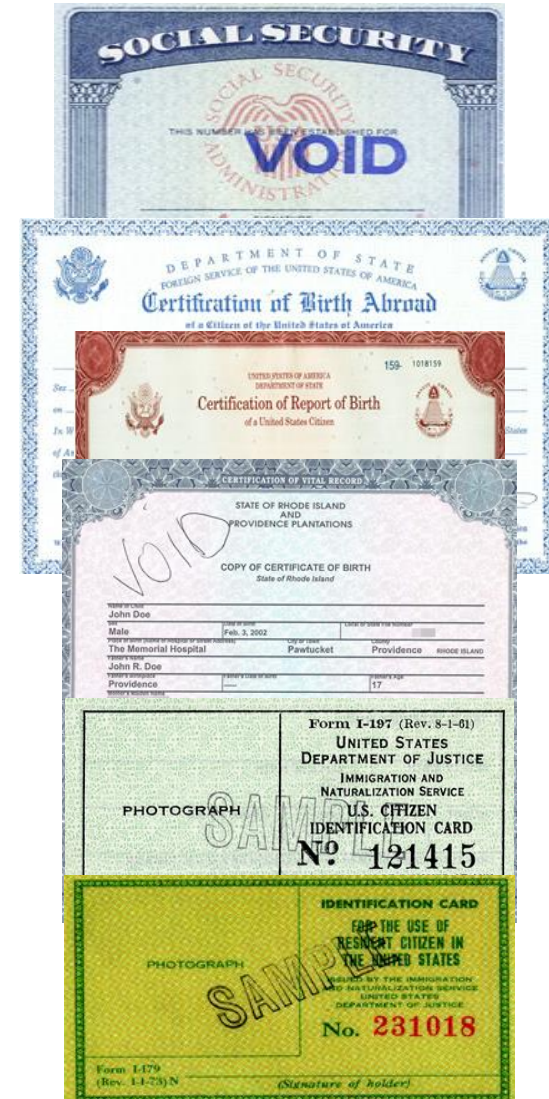
Native American tribal document

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

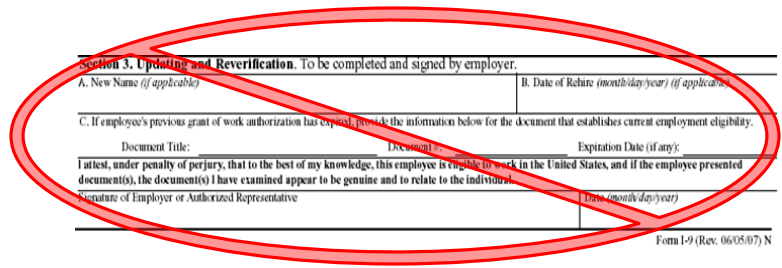
Identification Card for Use of Resident Citizen in the United States (Form I-179)

Employment authorization document issued by DHS, for example:

- Form I-94 issued to an asylee or work-authorized nonimmigrant (e.g., H-1B non-immigrants),
- Unexpired Reentry Permit (Form I-327),
- Certificate of U.S. Citizenship (Form N-560 or N-561).



III | Section 3



Section 3 is NOT Completed

- Central Payroll retains all original I-9 forms

For Recertification

- Use a new Form I-9
- Include on top of the form:
 - Update
 - HUD
 - Paygroup
- Complete Sections 1 & 2
- Send form and copies of the documentation to Central Payroll

	Update HUD: 30607398 Paygroup: WTM	Employment Eligibility Verification Department of Homeland Security U.S. Citizenship and Immigration Services	USCIS Form I-9 OMB No. 1615-0047 Expires 03/31/2016
▶ START HERE. 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 documentation presented has a future expiration date may also constitute illegal discrimination.			
Section 1. Employee Information and Attestation <i>(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)</i>			
Last Name (Family Name) Harvard	First Name (Given Name) John	Middle Initial	Other Names Used (if any) N/A

The Quiz

Q1.

A candidate can complete the I-9 before accepting a position with an employer?

A. True

B. False

Feedback

Form I-9 should never be completed before the employee accepts the job offer.

The Quiz

Q2.

When completing the I-9 Form, the employee must attest to his/her citizenship or immigration status in Section 1.

A. True

B. False

Feedback

All employees must attest in Section 1, under penalty of perjury, to their citizenship or immigration status by checking that they are one of the four checkboxes.

The Quiz

Q3.

When completing the I-9 Form, the employer can ask the employee to present specific documents.

A. True

B. False

Feedback

The employer determines the documents that are presented for identity and eligibility to work.

The Quiz

Q4.

Once an employee has been hired and has filled out Section 1 of the I-9 form they have _____ business days in which they must provide you with acceptable documentation in order to fill out and finish Section 2

- A. One
- B. Two
- C. Three
- D. Four

Feedback

Employee has 3 business days from the hire date.

The Quiz

Q5.

Which documents *MUST* be re-verified when expired.

- A. Driver's License
- B. Employment Authorization Card
- C. Permanent Resident Alien

Feedback

Employers must re-verify employees with authorization to work in the U.S. if they are not a permanent resident, Noncitizen National or U.S. Citizen. If current employee's work authorization is about to expire re-verification of eligibility to work in the U.S. must be done.

The Quiz

Q6.

If an employee presents a SSN Card that states Not Valid for Employment, you can accept it as a valid List C Document.

A. True

B. False

Feedback

Restricted SSN cards cannot be used for employment eligibility.

The Quiz

Q7.

Copies of IDs can be used to complete Section 2 of the form.

A. True

B. False

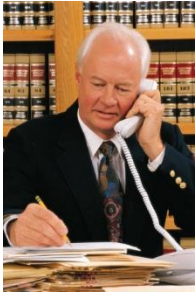
Feedback

Employees should present unexpired, original documents. The IDs must appear to be genuine and related to the individual you are meeting with.



IV | Types of Visas

IV | Who Has What Visa?



J-1 Visa: Specialists, scholars, government visitor, students



H-1B Visa: “Specialty Occupation” such as scientists, engineers



F-1 & M-1 Visa: Students

TN Visa: Residents of Canada or Mexico (part of NAFTA)



<http://www.hio.harvard.edu/visa-types>

GREEN CARD
||||| ||| |||||

Permanent Resident (No Visa)

IV | Lawful Permanent Residents



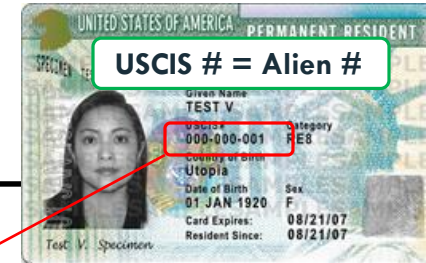
Who? Someone who is lawfully admitted to the United States to live and work permanently. Also known as a **green card holder**. **I-9 does not need to be recertified.**

Section 1 Checkbox

- ✓ Check the third box
- ✓ Alien / USCIS #
- ✓ Do not have to show the permanent resident card (green card) (I-551)

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 Registration Number/USCIS Number): 0 0 0 0 7 7 0 0 1
- An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) _____. Some aliens may write "NA" in this field. (See instructions)



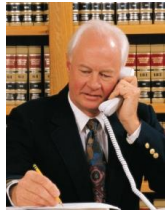
Required Documents (Either/OR)		
Permanent Residence Card	OR	List B Document (ex. Driver's License) List C Document (ex. SSN Card)

IV | Sample I-9: Permanent Resident



Section 2. Employer or Authorized Representative Review and Verification		er								
<p>(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")</p>										
<p>Employee Info from Section 1</p> <table border="1"> <tr> <th>Last Name (Family Name)</th> <th>First Name (Given Name)</th> <th>M.I.</th> <th>Citizenship/Immigration Status</th> </tr> <tr> <td>Harvard</td> <td>John</td> <td>N/A</td> <td>3</td> </tr> </table>		Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status	Harvard	John	N/A	3	
Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status							
Harvard	John	N/A	3							
<p>123</p> <p>Identify and Employment Authorization</p>										
<p>Document Title</p> <p>Perm. Resident Card (Form I-551)</p> <p>Issuing Authority</p> <p>U.S. Citizenship and Immigration Services</p> <p>Document Number</p> <p>000-007-001</p> <p>Expiration Date (if any)(mm/dd/yyyy)</p> <p>08/21/2018</p>										
<p>Document Title</p> <p>Issuing Authority</p> <p>Document Number</p> <p>Expiration Date (if any)(mm/dd/yyyy)</p>										
<p>Document Title</p> <p>Issuing Authority</p> <p>Document Number</p> <p>Expiration Date (if any)(mm/dd/yyyy)</p>										
<p>1. Document Title</p> <p>2. Issuing Authority</p> <p>3. Document Number</p> <p>4. Expiration Date (if any)(mm/dd/yyyy)</p>										
<p>Additional Information</p> <p>NOTE: A permanent resident does not need to provide his/her "green card" for original documents. He/she can provide just a driver's license and unrestricted social security card.</p>										
<p>QR Code - Sections 2 & 3 Do Not Write in This Space</p>										
<p>Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.</p>										
<p>Signature</p> <p>The employee's first day of employment (mm/dd/yyyy): <u>02/12/2017</u> (See instructions for exemptions)</p>										
<p>Signature of Employer or Authorized Representative</p> <p><u>Martha Smith</u></p>										
<p>Today's Date(mm/dd/yyyy)</p> <p><u>02/12/2017</u></p>										
<p>Title of Employer or Authorized Representative</p> <p>HR Coordinator</p>										
<p>Last Name of Employer or Authorized Representative</p> <p>Smith</p>										
<p>First Name of Employer or Authorized Representative</p> <p>Martha</p>										
<p>Employer's Business or Organization Name</p> <p>Harvard University</p>										
<p>Employer's Business or Organization Address (Street Number and Name)</p> <p>64 Oxford Street</p>										
<p>City or Town</p> <p>Cambridge</p>										
<p>State</p> <p>MA</p>										
<p>ZIP Code</p> <p>02138</p>										

IV | J-1 Visa – Exchange Visitors and Students



Who? An alien who is authorized to work for a specific program, such as government visitor, research scholar, professor, student (associate through doctoral)

If extended on a J-1, they must get a new DS-2019 form.



Section 1 Checkbox

- ✓ Check the fourth box
- ✓ I-94/I-94A Admission #
- ✓ I-94/I-94A Expiration (departure, D/S) date
- ✓ Provides passport data used to enter U.S.

DS – 2019 Form

Required Documents (Must present ALL, under Type A)

•Unexpired foreign passport	•I-94 or I-94A indicating J-1 status
•Form DS-2019 with SEVIS* number and end date of employment authorization	•(optional, students only) letter from official program sponsor

*SEVIS = International Student & Exchange Visitor Program

IV | F-1 Nonimmigrant Student Visa



F-1 Visa Holders = foreign students pursuing academic studies

- On-campus employment
- Curricular Practical Training
- 20 hours / week maximum
- Off-Campus Employment (if affiliated with Harvard, such as a laboratory)

Section 1 Checkbox

- ✓ Check the fourth box
- ✓ I-94/I-94A Admission #
- ✓ I-94/I-94A Expiration (departure, D/S) date
- ✓ Provides passport data used to enter U.S.

I-20

Required Documents (Present All under Type A)


• Unexpired foreign passport	• I-94 or I-94A indicating F-1 status
• Form I-20 with school's official endorsement	• <u>OPT</u> only: EAD Card

IV | Sample I-9: F-1 Visa

U.S. Department of Justice
Immigration and Naturalization Service

I-20

Page 1
Certificate of Eligibility for Nonimmigrant (F-1) Student
Status - For Academic and Language Students (OMB NO. 1115-0051)

<p>1. Family Name (surname): Stressed</p> <p>First (given) Name: David Middle Name: Max</p> <p>Country of birth: NEW ZEALAND Date of birth (month/day/year): 11/1/1963</p> <p>Country of citizenship: NEW ZEALAND Admission number:</p> <p>2. School (School district) name: Harvard University</p> <p>School Official to be notified of student's arrival in U.S. (Name and Title):</p> <p>3. Passport</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">NEW ZEALAND • AOTEAROA</p> <p style="text-align: center;">PASSPORT URUWHENUA</p>  <p style="text-align: center;">CITIZEN STRESSED DAVID NEW ZEALAND Date of Birth: 01 NOV 1963 Place of Birth: TAIHAPE Date of Issue: 28 FEB 2008 Date of Expiry: 28 FEB 2018</p> </div> <p>4. The student is expected to report to the school no later than 01/01/2017 and complete studies not later than 05/09/2021. The normal length of study is 45 months.</p>	<p>For Immigration Official User</p> <p style="text-align: right;">SEVIS N0000246810</p> <p style="text-align: center;">U.S. Customs and Border Protection Securing America's Borders</p> <p style="text-align: center;">I-94</p> <p style="text-align: center;">Admission (I-94) Number Retrieval</p> <p style="text-align: center;">Admission (I-94) Record Number: 24636913511</p> <p style="text-align: center;">Admin Until Date (MM/DD/YYYY) 05/09/2021</p> <p>Details provided on Admission (I-94) form:</p> <p>Family Name: Stressed First (Given) Name: David Birth Date (MM/DD/YYYY): 11/01/1963 Passport Number: EP000119 Passport Country of Issuance: New Zealand Date of Entry (MM/DD/YYYY): 01/01/2017 Class of Admission: F1</p> <p>8. This school has information showing the following as the student's means of support, estimated for an academic term of _____ months (Use the same number of months given in item 7).</p> <p>a. Student's personal funds \$ _____</p> <p>b. Funds from this school \$ _____</p>
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Section 2. Employer or Authorized Representative Review and Verification (Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Last Name (Family Name) Stressed	First Name (Given Name) David	M.I. M	Citizenship/Immigration Status 4
-------------------------------------	----------------------------------	-----------	-------------------------------------


List A Identity and Employment Authorization	List B Identity	List C Employment Authorization
Document Title Foreign Passport, work-authorized nonimmigrant	Document Title N/A	Document Title N/A
Issuing Authority New Zealand	Issuing Authority N/A	Issuing Authority N/A
Document Number EP000119	Document Number N/A	Document Number N/A
Expiration Date (if any) (mm/dd/yyyy) 02/28/2018	Expiration Date (if any) (mm/dd/yyyy) N/A	Expiration Date (if any) (mm/dd/yyyy) N/A

I am a connected I attest:

- 1. Document Title Form I-94/I-9A
- 2. Issuing Authority U.S. Customs and Border Protection
- 3. Document Number 2463913511
- 4. Expiration Date (if any) (mm/dd/yyyy) 05/21/2021

Additional Information

QR Code - Section 2
Do Not Write in This Space



3. For Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): 01/02/2017 (See instructions for exemptions)

Signature of Employer or Authorized Representative: Martha Smith Today's Date (mm/dd/yyyy): 01/02/2017 Title of Employer or Authorized Representative: HR Coordinator

Last Name of Employer or Authorized Representative: Smith First Name of Employer or Authorized Representative: Martha Employer's Business or Organization Name: Harvard University

Employer's Business or Organization Address (Street Number and Name): 44 Oxford Street City or Town: Cambridge State: MA ZIP Code: 02138

IV | OPT (Optional Practical Training) for F-1 Visas



What: Provides practical experience to an F-1 student's area of study.

Hours: 20 hours/week when school is in session & 40hrs/week when not

Duration: Eligible students can apply to receive up to 12 months of OPT employment authorization before completing their academic studies (pre-completion) and/or after completing their academic studies (post-completion). However, **all periods of pre-completion OPT will be deducted from the available period of post-completion OPT.** Extensions may be possible

- STEM extension of 24 months of additional employment if they have a job or job offer from an [E-Verify](#) employer and meet all the required criteria. **E-Verify process to follow in upcoming slide.**

Restrictions: OPT cannot begin until USCIS has granted the application for employment authorization (Form I-766)

Section 1 Checkbox

- ✓ Check the fourth box
- ✓ EAD #
- ✓ EAD Expiration Date

[I-766 \(EAD Card\)](#)

Required Document

EAD (Employee Authorization Document) Card

IV | Sample I-9: F-1 Visa, OPT


When an F-1 visa holder has been granted an EAD to continue working, write "update," employee's HUID, and pagroup on top of the I-9 form. For the hire date, use the **original date of hire**.



Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name) Sanders	First Name (Given Name) Sean	M.I. N/A	Citizenship/Immigration Status 4
------------------------------	------------------------------------	---------------------------------	-------------	-------------------------------------

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title Employment Auth. Document (Form I-766)		Document Title N/A		Document Title N/A
Issuing Authority U.S. Citizenship and Immigration Services		Issuing Authority N/A		Issuing Authority N/A
Document Number 000000773		Document Number N/A		Document Number N/A
Expiration Date (if any)(mm/dd/yyyy) 05/01/2018		Expiration Date (if any)(mm/dd/yyyy) N/A		Expiration Date (if any)(mm/dd/yyyy) N/A
Document Title N/A		Additional Information		QR Code - Section 2 Do Not Write in This Space 
Issuing Authority N/A				
Document Number N/A				
Expiration Date (if any)(mm/dd/yyyy) N/A				
Document Title N/A				
Issuing Authority N/A				
Document Number N/A				
Expiration Date (if any)(mm/dd/yyyy) N/A				

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): 02/11/2013 (See instructions for exemptions)

Signature of Employer or Authorized Representative <i>Martha Smith</i>	Today's Date(mm/dd/yyyy) 05/01/2017	Title of Employer or Authorized Representative HR Coordinator
Last Name of Employer or Authorized Representative Smith	First Name of Employer or Authorized Representative Martha	Employer's Business or Organization Name
Employer's Business or Organization Address (Street Number and Name) 44 Oxford Street		City or Town Cambridge
		State MA
		Zip Code 02138

I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

IV | F-1 STEM OPT E-Verify Process

- If a department wants to hire one or more F-1 STEM OPT employee on extension, it must use the federal E-Verify background check system for all new hires*
- E-Verify is done through Harvard's HireRight system using the SSN # which is required in order to run the report.
- Employees cannot begin work until E-Verify is complete and it typically clears the employee to work within minutes. The cost to run a single E-Verify report in HireRight is \$2.10.
- Determine if your department employs anyone under the STEM OPT program or could hire such a person.
- Once you know you have and/or will hire someone on the extension reach out to:
 - SPH HR: Sofia Borja or Samantha Longo
 - HMS HR: Jose Martinez
 - HSDM HR: Mary Andersen or William Budding

Please Note: An E-Verify report is not required for rehires or additional jobs if the employee already has an I-9 on file.

IV | H-1B Visas – Specialty Occupation



Who: Foreign worker in a specialty occupation that requires theoretical or technical expertise in a certain field. **Ex:** scientists, engineers, computer programmers. Sponsored by Harvard University.

Extension (work with the HIO): I-129 must be filed by Harvard before the H-1B expires. The employee can still work up to 240 days while petition is being filed.

Section 1 Checkbox

- ✓ Check the fourth box
- ✓ I-94/I-94A Admission #
- ✓ I-94/I-94A Expiration (departure, D/S) date
- ✓ Provides passport data used to enter U.S.

I-797

Required Documents


- Unexpired foreign passport
- I-94 or I-94A indicating H-1B status
- I-797 Form - Notice of Approval

IV | Sample I-9: H-1B Visa

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

I-797C, Notice of Action

H-1B (I-797)



Passport

UNITED STATES OF AMERICA

CASE TYPE: I130
PETITION FOR NONIMMIGRANT WORKER

PETITIONER: HARVARD UNIVERSITY

RESPONDENT: EINSTEIN, ALBERT

Notice Type: Approval Notice

CLASS: H1B1
Valid from 01/01/2015 to 01/01/2018

U.S. Customs and Border Protection
Securing America's Borders

I-94

Get I-94 Number: 154750

Admission (I-94) Number Retrieval

Admission (I-94) Record Number: 51360137606

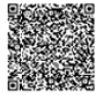
Admin Until Date (MM/DD/YYYY) 01/01/2018

Details provided on Admission (I-94) form:

Family Name: Einstein
First (Given) Name: Albert
Birth Date (MM/DD/YYYY): 01/06/1986
Passport Number: 1123581321
Passport Country of Issuance: Germany
Date of Entry (MM/DD/YYYY): 01/01/2015
Class of Admission: B1

Please see the additional information on the back. You will be contacted by the U.S. Citizenship & Immigration Service Center. Customer Service Telephone: (800) 375-5283

Section 2. Employer or Authorized Representative Review and Verification
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Last Name	Einstein		M.I.	N/A	Citizenship/Immigration Status	4
Address	123 Any Street, Any City, Any State, Any Zip					
Date of Birth	01/01/1986					
	I am available to work in the United States					
I attest	<input type="checkbox"/> 1. A	Document Title	Document Title	Document Title		
	<input type="checkbox"/> 2. A	Foreign Passport, work-authorized nonimmigrant	N/A	N/A		
	<input type="checkbox"/> 3. A	Issuing Authority	N/A	N/A		
	<input checked="" type="checkbox"/> 4. A	Document Number	1123581321	Document Number	N/A	
		Expiration Date (if any)(mm/dd/yyyy)	11/15/2018	Expiration Date (if any)(mm/dd/yyyy)	N/A	
		Document Title	Form I-94/I-9A	Document Title		
		Issuing Authority	U.S. Customs and Border Protection	Issuing Authority		
		Document Number	51360137606	Document Number		
		Expiration Date (if any)(mm/dd/yyyy)	01/01/2018	Expiration Date (if any)(mm/dd/yyyy)		
		Document Title	<div style="border: 1px solid black; padding: 5px;"> <p>Note: The I-797 does not need to be listed under List A.</p> <p>You should review it, however, to verify that Harvard University is listed as the sponsor for the H-1B</p> </div>			
		Issuing Authority				
		Document Number	<div style="border: 1px solid black; padding: 5px;"> <p>QR Code - Section 2 Do Not Write in This Space</p>  </div>			
		Expiration Date (if any)(mm/dd/yyyy)				
3. For	Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.					
Cc	The employee's first day of employment (mm/dd/yyyy): 01/02/2015 (See instructions for exemptions)					
Signature	Signature of Employer or Authorized Representative		Today's Date (mm/dd/yyyy)		Title of Employer or Authorized Representative	
	Martha Smith		01/02/2015		HR Coordinator	
Preparation	Last Name of Employer or Authorized Representative		First Name of Employer or Authorized Representative		Employer's Business or Organization Name	
	Smith		Martha		Harvard University	
Fields	Employer's Business or Organization Address (Street Number and Name)			City or Town	State	ZIP Code
	44 Oxford Street			Cambridge	MA	02138

IV | Sample I-9: H-1B Visa

When the H-1B extension approval notice paperwork is received, the employee must fill out a new I-9 form and present the new visa information.

On top of the I-9 form, write "UPDATE," the employee's HUID, paygroup, and "Approved H-1B Extension."

If an H-1B before the an extens I-9 form w request fo

On top of t along with paygroup Extension

Employee 240 days i date.

Reissued I-797

U.S. CUSTOMERS AND BORDER PROTECTION

Passport

Reissued I-94

U.S. Customs and Border Protection

Admission (I-94) Number Retrieval

Admission (I-94) Record Number: 51360137606

Admin Until Date (MM/DD/YYYY): 01/01/2021

Family Name: Einstein
 First (Given) Name: Albert
 Birth Date (MM/DD/YYYY): 01/06/1906
 Passport Number: 1123581321
 Passport Country of Issuance: Germany
 Date of Entry (MM/DD/YYYY): 01/01/2015
 Class of Admission: B1

UPDATE:
HUID 30276555
Paygroup: PFX
H-1B Extension

Employment Eligibility Verification
 Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 08/31/2019

Section 2

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name) Einstein	First Name (Given Name) Albert	M.I. R/A	Citizenship/Immigration Status 4
List A Identify and Employment Authorization		List B Identify		List C Employment Authorization
Document Title Foreign Passport, work-authorized nonimmigrant	Document Title N/A	Document Title N/A	Document Title N/A	Document Title N/A
Issuing Authority Germany	Issuing Authority N/A	Issuing Authority N/A	Issuing Authority N/A	Issuing Authority N/A
Document Number 1123581321	Document Number N/A	Document Number N/A	Document Number N/A	Document Number N/A
Expiration Date (if any)(mm/dd/yyyy) 11/15/2018	Expiration Date (if any)(mm/dd/yyyy) N/A	Expiration Date (if any)(mm/dd/yyyy) N/A	Expiration Date (if any)(mm/dd/yyyy) N/A	Expiration Date (if any)(mm/dd/yyyy) N/A
Document Title Form I-94/I-9A	Additional Information		QR Code - Section 2 Do Not Write in This Space	
Issuing Authority U.S. Customs and Border Protection			02/11/2013	
Document Number 51360137606			Use the employee's original hire date	
Expiration Date (if any)(mm/dd/yyyy) 01/01/2021				
Document Title				
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

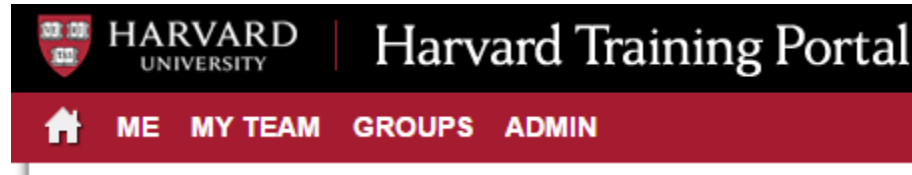
The employee's first day of employment (mm/dd/yyyy): 01/02/2015 (See instructions for exemptions)

Signature of Employer or Authorized Representative <i>Martha Smith</i>	Today's Date(mm/dd/yyyy) 01/21/2018	Title of Employer or Authorized Representative <i>Hr Coordinator</i>
Last Name of Employer or Authorized Representative Smith	First Name of Employer or Authorized Representative Martha	Employer's Business or Organization Name Harvard University
Employer's Business or Organization Address (Street Number and Name) 44 Oxford Street	City or Town Cambridge	State MA
		ZIP Code 02138

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VI | For More Info...

V | Resources



I-9 Verification Tool

A link to web tool that displays the different types of visas along with I-9 documentation

Type:



Link

Created on 24-AUG-2016 8:00 AM | Author: William Ganzenmuller

Last updated on 21-FEB-2017 3:34 PM by William Ganzenmuller

More like this: [William Ganzenmuller's Links](#)

Folders:

[Hiring Employees...](#)



Launch

Stop watching

Like

More Actions

I-9 Form



- [USCIS I-9 Central](#)
- [Student and Exchange Visitor Program \(SEVP\)](#)
- [Handbook for Employees: Instructions for Completing Form I-9](#)
- [Harvard International Office/Immigration](#)

Central Payroll Contact Information:

ufs_crt@harvard.edu

617-495-8500, option 4

Questions