



1. REPLACE THE IHR HEADER WITH UNIT HEADER.
2. UPDATE THE HIGHLIGHTED TEXT THROUGHOUT THE DOCUMENT.
3. DELETE THIS TEXT BOX.

Form I-9 Employment Eligibility Verification: Remote Completion Instructions

NOTE: The University of Illinois is an [E-Verify](#) employer. As an E-Verify employer, there are [special rules](#) related to completing an I-9. Federal law requires employers to verify the identity and employment authorization of new employees and, in certain instances, to reverify that the employee is still authorized to work. As a new hire, this job aid provides instruction to complete your I-9.

SECTION 1 OF YOUR I-9 MUST BE SIGNED ON/BEFORE YOUR FIRST DAY OF WORK.

SECTION 2 OF YOUR I-9 MUST BE SIGNED BY THE EMPLOYER/AUTHORIZED REPRESENTATIVE NO LATER THAN THREE (3) CALENDAR DAYS AFTER YOUR START DATE.

Should section 2 of your I-9 be completed by an authorized representative, provide that person's name and contact information to **[UNIT HR CONTACT]**. Examples of authorized representatives may be found in section 8 of the [University of Illinois Employment Eligibility Verification Procedure](#). The authorized representative **MUST** review your documents **IN PERSON** (i.e., not via an electronic means such as Zoom, Skype, Facetime, etc.).

CONTACT **[UNIT HR CONTACT] WITH QUESTIONS.**

FORM I-9 SECTION 1: EMPLOYEE COMPLETES CONTACT [UNIT HR CONTACT] WITH QUESTIONS.

- Section 1 of your I-9 **MUST BE SIGNED ON/BEFORE YOUR FIRST DAY OF WORK.**
- Complete the required fields in Section 1. If a field is not required, it may be left blank. E-Verify **REQUIRES** your US social security number be entered in section 1 of your I-9.

NOTE: Should you **NOT** have a US social security number, you must leave this field **BLANK**. Your unit HR will provide direction to apply for and obtain your US social security number. Information about applying for your US social security number can be found on the [ISSS website](#) as well. Once you obtain your US social security number, you **MUST** contact your unit HR **IMMEDIATELY** to schedule a time to enter your US social security number in section 1 of your I-9.

- Select the applicable employment status.

NOTE: If you select **#4 (A noncitizen (other than Item Number 2 and 3, above) authorized to work)**, you **MUST INCLUDE** your **work until** date should it apply. For example, if you are a F-1 student, the work until date would be the end of your work authorization on your I-20. If your work authorization does not expire, input **N/A** in that field. If you are working on a Visa, **#4** would likely be your selection.

- Sign and date on the **Signature of Employee** line.

NOTE: If you **DID NOT** use a preparer and/or translator, select the “**I did not use a preparer or translator**” box, and do not add information to this section.

If you **DID USE** a preparer and/or translator to complete section 1 on your behalf, select the “**A preparer(s) and/or translator(s) assisted the employee in completing Section 1**” box, and the preparer and/or translator will input their information in the appropriate fields.

FORM I-9 SECTION 2: EMPLOYER/AUTHORIZED REPRESENTATIVE COMPLETES CONTACT [UNIT HR CONTACT] WITH QUESTIONS.

- Documents that establish identity and employment authorization must be presented to complete section 2 of your I-9, and a list of acceptable documents may be found [online](#). **YOU MUST PRESENT ORIGINAL DOCUMENT(S) TO YOUR UNIT HR OFFICE NO LATER THAN THREE (3) CALENDAR DAYS AFTER YOUR START DATE.**
- You may present:
 1. One document from **List A** (establishes identity **AND** employment authorization).
OR
 2. One document from **List B** (establishes identity [E-Verify requires a list B document **MUST** contain a photograph]), **AND** one document from **List C** (establishes employment authorization).

NOTE: E-Verify **REQUIRES** the following documents be scanned to section 2 of your I-9, should they be presented:

- A. US Passport (picture and barcode pages)
- B. US Passport Card (front and back of the card)
- C. EAD Card (front and back of the card)
- D. US Permanent Resident Card (front and back of the card)

Should documents other than the A – D be presented, **NO SCANS** are to be added when completing section 2 of the I-9.

- Input the employee’s first day of employment.
- Sign, date, and print your name in the appropriate fields. Input the following information in the corresponding fields, should they not automatically populate:

Title of Employer or Authorized Representative: Authorized Representative

Employer’s Business or Organization Name: University of Illinois

Employer’s Business or Organization Address: 807 South Wright Street

City or Town: Champaign

State: IL

Zip Code: 61820

FORM I-9 SECTION 2: DOCUMENT INFORMATION CONTACT [UNIT HR CONTACT] WITH QUESTIONS.

- If the employee presents their foreign passport and I-94 to establish identity and work authorization, additional documents may need to be presented to prove work authorization.
 - If the employee is in **F-1** status and presents their foreign passport and I-94 indicating F-1 status, the employee must present their I-20. The I-20 will include the work authorization expiration date.
 - If the employee is in **J-1** status and presents their foreign passport and I-94 indicating J-1 status, the employee must present their DS-2019. The DS-2019 will include the work authorization expiration date.
- If document does not have an expiration date (such as a school ID sard with photo, birth certificate, or US social security card), input **N/A** in the expiration date field.
- Should the employee present a **US social security card**, the card **MUST BE UNRESTRICTED**. If the card has one of the following notations:

NOT VALID FOR EMPLOYMENT
VALID FOR WORK ONLY WITH INS AUTHORIZATION
VALID FOR WORK ONLY WITH DHS AUTHORIZATION

it **DOES NOT** satisfy the list C requirement, and alternative documentation must be provided.

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

Examples of many of these documents appear in the Handbook for Employers (M-274).

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 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 an individual temporarily authorized to work for a specific employer because of his or her status or parole: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the individual's status or parole 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. 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 	OR	<ol style="list-style-type: none"> 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 <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security <p style="margin-left: 20px;">For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central.</p> <p style="margin-left: 20px;">The Form I-766, Employment Authorization Document, is a List A, Item Number 4, document, not a List C document.</p>
<p>Acceptable Receipts</p> <p>May be presented in lieu of a document listed above for a temporary period.</p> <p>For receipt validity dates, see the M-274.</p>				
<ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List A document. • Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. • Form I-94 with " RE" notation or refugee stamp issued to a refugee. 	OR	<p>Receipt for a replacement of a lost, stolen, or damaged List B document.</p>	AND	<p>Receipt for a replacement of a lost, stolen, or damaged List C document.</p>

*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.