

## I-9 Completion for Students

1. Make sure you are completing a form with the correct expiration date. Currently, the date should read 03/08/2013.
2. The Middle Initial field should be completed. If none or not applicable, the student should line through that space.
3. The Other Names Used field should be completed. This includes a maiden name. If none or not applicable, the student should line through this space.
4. The Social Security number is not required. We cannot demand that the student complete this field. They will, however, have to produce a Social Security Card for payroll purposes. This may be confusing to the student but the bottom line is they are not required to fill this space out.
5. An E-mail Address and/or Telephone Number is not required. This information is used by Department of Homeland Security (DHS) to contact the employee should there be any discrepancies with information provided. If they choose not to provide this information, the student may put "N/A" in this space.
6. The student must check one of the 4 boxes in this field. Make sure all numbers and dates are filled out completely.
7. The student must sign within this box.
8. The date put here in the top Section 1 must be completed on or before the 1<sup>st</sup> day of accepting employment.
9. The Preparer section is completed only if you assisted in the completion of the top Section 1 (more than the typical explaining how to complete it).
10. All documents submitted must be originals. We cannot request specific documents from students. Students must be shown a list of acceptable documentation and be allowed to choose what they wish to submit.
  - a. If they choose (1) document from List A that is all they need. By completing List B and/or C in addition to this, the perception is that we request additional information and would be flagged in an audit of I-9.
  - b. Make sure this section is filled out clearly and accurately. If an error is made, line through the error and correct it. Then initial and date the form OR re-do the I-9.
11. You must put the date that the student began working or plans to begin. This date must be the same or greater than the date in the top Section 1.
12. You as the employer must sign and date the form within 3 business days of the date employment begins. This means you have viewed and verify the documents listed. The signature and date must be original, however, you may make copies of the form with the name, title, and address already filled in.
13. Submit all I-9 forms to the Student Employment Office, where they are scanned and saved. Please do not save copies of I-9s or the associated documents in your department.
- 14.