PROCESSING THE I-9 FORM

Note: This document is designed to be used online and has a number of embedded links to processes and additional information. We discourage the printing of manuals as they are updated frequently and consume paper resources when printed.

If you have not used one of the new “Mini-Manuals” you may wish to consult the document “Getting the Most Out of Mini-Manuals” prior to using this document.

If you have questions about information in this mini-manual, or, if after reading the entire manual, you cannot find the information you need, please e-mail ps.guides@uvm.edu.

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Background

The I-9 is the form that the US Department of Homeland Security requires for verification of a person’s eligibility to work in the United States. The University of Vermont is required to process the I-9 form within the guidelines established by the federal government. Failure to do so could result in civil fines or criminal penalties. Additionally, if an employee of the University, for whatever reason, does not receive a paycheck for the period of one year, the employee must complete a new I-9 form.

Responsibility for Processing the I-9 Form

In general, the responsibility for processing the I-9 form is as follows:

For work-study students:

- In general, the forms are processed by Human Resource Services.
- For departments hiring a large number of work-study students, a trained and designated representative will be responsible for completing the forms with the students and returning them to Human Resource Services within the time-frame specified by law.

Other Student Employees:

- The department is responsible for completion of the I-9 form in accordance with the law.

Faculty

- When the start date is on new faculty orientation day, the employee will complete the I-9 form at orientation.
- If waiting until new faculty orientation will result in non-compliance with the law, the department is responsible for completion of the I-9 form.

Staff:

- When the start date is on a new employee orientation day, the employee will complete the I-9 form at orientation.
- If waiting until the new employee orientation will result in non-compliance with the law, the department is responsible for completion of the I-9 form.
Human Resource Services

Learning Services

All International Employees

- Employees who possess a Visa authorizing them to work in the United States are processed centrally in the Office of International Education.
- Refer all international employees to this office for visa and I-9 processing.

Completing the I-9 Form

The following sections detail what is required in completing the I-9 form. Read these sections carefully.

General Guidelines

The I-9 form contains three sections. New employees and departments are responsible for sections 1 and 2. Section 3 refers to updates and changes in the work authorization documents.

Below are general guidelines for completion of the I-9 form:

- Section one must be completed by the employee no later than the first day of work.
  
  **Note:** UVM requires that all work-study students complete section 1 of the I-9 and have section 2 completed by a university official prior to beginning work.

- To avoid the appearance of discrimination in employment, I-9 forms cannot be filled out prior to a formal job offer and acceptance of that offer.

- Section two must be completed by the employer no later than 3 business days from the first day of work.
  
  **Note:** UVM requires that all work-study students complete section 1 of the I-9 and have section 2 completed by a university official prior to beginning work.

- It is not acceptable to require specific documents. Any non-expired document contained in the list must be accepted. No specific documents are preferred over others.

Acceptable Documents for the I-9 Form

Guidelines for acceptable documents are established by the Department of Homeland Security. The documents serve to establish identity and employment authorization.

- Complete details about what is acceptable can be found on the final page of the I-9 form or by visiting the government website, I-9 Central.

- All documents must be original documents and must be unexpired.
Filling out the I-9 Form

Section 1

This section must be completed on or before the first day of work. The form must not be completed prior to an official offer of employment.

**Note:** UVM requires that all work-study students complete I-9 section 1 and have section 2 completed by a university official prior to beginning work.

Below is one example of Section 1 filled out correctly.

<table>
<thead>
<tr>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
<th>Middle Initial</th>
<th>Other Names Used (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duck</td>
<td>Donald</td>
<td>A</td>
<td>N/A</td>
</tr>
<tr>
<td>Address (Street Number and Name)</td>
<td>Apt. Number</td>
<td>City or Town</td>
<td>State</td>
</tr>
<tr>
<td>1313 Webfoot Walk</td>
<td>2D</td>
<td>Duckburg</td>
<td>VT</td>
</tr>
<tr>
<td>Date of Birth (mm/dd/yyyy)</td>
<td>U.S. Social Security Number</td>
<td>E-mail Address</td>
<td>Telephone Number</td>
</tr>
<tr>
<td>06/09/1960</td>
<td>1-2-3-4-5-6-7-8-9</td>
<td><a href="mailto:donald.duck@gmail.com">donald.duck@gmail.com</a></td>
<td>(802) 123-4567</td>
</tr>
</tbody>
</table>

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 Registration Number/USCIS Number): ____________________________
- [ ] An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) ____________________________.

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: ____________________________

OR

2. Form I-94 Admission Number: ____________________________

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

- Foreign Passport Number: ____________________________
- Country of Issuance: ____________________________

Some aliens may write "NA" on the Foreign Passport Number and Country of Issuance fields. (See instructions)

Signature of Employee: ____________________________ Date (mm/dd/yyyy): 01/12/2015

**Tips for Section 1:**

- It is your responsibility to review this section prior to signing off on the form to ensure it is completely filled out.

- The name given must be the full legal name. If a name change takes place after completion of an I-9, then a new I-9 needs to be completed.
Section 2

This section must be completed by the authorized representative no later than three business days from the first day of work.

**Note:** UVM requires that for all work-study students all sections of the I-9 form must be completed *prior* to beginning work.

Below is one example of **Section 2** filled out correctly.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Title: US Passport</td>
<td></td>
<td>Document Title:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Issuing Authority: US Department of State</td>
<td></td>
<td>Issuing Authority:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document Number: 123456789</td>
<td></td>
<td>Document Number:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expiration Date (if any) (mm/dd/yyyy):</td>
<td></td>
<td>Expiration Date (if any) (mm/dd/yyyy):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date (mm/dd/yyyy): 04/27/2023</td>
<td></td>
<td>Date (mm/dd/yyyy):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document Title:</td>
<td></td>
<td>Document Title:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Issuing Authority:</td>
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<td>Expiration Date (if any) (mm/dd/yyyy):</td>
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<td></td>
</tr>
</tbody>
</table>

**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): 01/12/2015** (See instructions for exemptions.)

<table>
<thead>
<tr>
<th>Department/Employer or Authorized Representative</th>
<th>Date (mm/dd/yyyy)</th>
<th>Title of Employer or Authorized Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doe, Donald A</td>
<td>01/12/2015</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employer's Business or Organization Name</th>
<th>City or Town</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>The University of Vermont</td>
<td>Burlington</td>
<td>VT</td>
<td>05405</td>
</tr>
</tbody>
</table>

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Tips for Section 2:

- This portion must be completely filled out.
- Accept any unexpired document listed on the official list.
- Examine the original document or an official copy.
- Write the identification in the appropriate section. Items on List A must be written in List A on the I-9 form.
- Sign and date the form.
- Any UVM address is acceptable.
- Fill in the date the employee began employment.
- Human Resource Services retains the original forms in accordance with the federal guidelines.
- Copies of identification or of the form itself are not kept by Human Resource Services or individual departments.

Section 3

Section 3 refers to changes and reauthorizations. This section is not completed for a new hire.

Frequently Asked Questions

Why can’t I process international employees?

Due to the complicated rules around visa processing all persons working in the US on a visa must be processed by the Office of International Education. This office is current and skilled in the processing of Visas.

Who is authorized to complete the I-9 form on behalf of the University?

Any representative of the University who has been properly trained can complete the employer section of the I-9.

What is the penalty for not doing this correctly?

The University is subject to fines. The fine amount varies based on the infraction and whether there was intent or not.
What if the employee doesn’t have appropriate identification?

The individual must stop work immediately and continue not working until such time as they can produce documentation of identity and eligibility to work in the United States.

**Note:** UVM requires that for all work-study students all sections of the I-9 form must be completed prior to beginning work.

Where can I find information about I-9 guidelines for work-study students?

The Federal Work-Study program maintains a current list of guidelines on their webpage.

**Resources**

**Helpful Links**

- [Electronic I-9 form](#)
- [I-9 Central](#) (includes a list of acceptable documents for I-9)

**Relevant UVM Departments**

- [Human Resource Services](#)
- [Office of International Education](#)
- [Work-Study Program](#)

**Suggestions? Updates?** Send an e-mail to psguides@uvm.edu

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