Completing the Form I-9:

Federal law requires employers to verify the identity and employment authorization of new employees and to reverify employment authorization only in certain instances at a later date. Employers must use Form I-9 to do this.

Carnegie Mellon University (CMU) uses an electronic Form I-9 in Workday that employees must complete. All employees should complete the Form I-9 in Workday unless they are working in a remote area or at a campus where there is no local HR office. Instructions on how to complete the Form I-9 for a remote worker can be found on the CMUWorks Website under New Employees, Instructions for Off Site Employees.

Pittsburgh based employees must come to the CMUWorks Service Center no later than their third day of employment in order to complete Section 2. In order to complete Section 2, they need to have the original documents or an acceptable receipt of a List A, B, or C document. More information about documents and receipts are found on the next few pages.
Employment Eligibility Documents:

Employees must provide documentation to their employers to show their identity and authorization to work. Below is the list of acceptable documents that can be used to complete Section 2 of the Form I-9. There are also additional document requirements for certain statuses, and that information can be found on page

**LIST A**

- U.S. Passport or U.S. 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
- Employment Authorization Document that contains a photograph (Form I-766)
- For a nonimmigrant alien authorized to work for a specific employer because of his or her status:
  - Foreign passport; and
  - Form I-94 or Form I-94A that has the following:
    - The same name as the passport and
    - An endorsement of the alien’s nonimmigrant status 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.
- 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

**LIST B**

- 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
- 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
- School ID card with a photograph
- Voter’s registration card
- U.S. Military card or draft record
- Military dependent’s ID card
- U.S. Coast Guard Merchant Mariner Card
- Native American tribal document
- Driver’s license issued by a Canadian government authority
For persons under age 18 who are unable to present a document listed above:
  o School record or report card
  o Clinic, doctor, or hospital record
  o Day-care or nursery school record

**LIST C**

- 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
- Certification of Birth Abroad issued by the Department of State (Form FS-545)
- Certification of Report of Birth issued by the Department of State (Form DS-1350)
- Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory 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 the Department of Homeland Security

**Additional Documentation Requirements:**

Some individuals who present a List A document, such as certain nonimmigrant students and exchange visitors, must present additional documentation in order to prove their work authorization in the U.S.

**Foreign Students in F-1 Nonimmigrant Status Participating in Curricular Practical Training**

Curricular practical training allows F-1 students to accept paid alternative work/study employment, internships, cooperative education or any other type of required internship or practicum that employers offer through cooperative agreements with the student's school. The training must be related to the student's field of study. A student may begin curricular practical training after the designated school official has completed Form I-20, Certificate of Eligibility for Nonimmigrant Students Status, endorsement page. The designated school official-endorsed Form I-20, Certificate of Eligibility for F-1 Students Status together with the student's Form I-94/94A indicating F-1 nonimmigrant status is evidence of employment authorization.

For Form I-9, Employment Eligibility Verification, purposes, the combination of the following documents is considered a List A document, evidencing both identity and employment authorization:

- The student's unexpired foreign passport
- Form I-20 with the Designated School Official's endorsement for employment on page 3
- A valid Form I-94 or I-94A, Arrival/Departure Report indicating F-1 nonimmigrant status

In Section 2 of Form I-9, the employer should enter the foreign passport information in the first area and the I-94 information in the second area in the List A column. Enter the information from the Form I-20, which includes the Student and Exchange Visitor Information System (SEVIS) number and expiration date (i.e., the program end date) in the third area in the List A column. See the form instructions for specific requirements for entering information into each field.
J-1 Exchange Visitors

J-1 exchange visitor (e.g., teachers, professors, summer camp counselors, summer work travelers, au pairs) may work legally in the U.S. if the work is part of their approved program or if they receive permission to work from the official program sponsor.

J-1 exchange visitors receive several documents in connection with their programs. For Form I-9 purposes, the combination of the following documents is considered a List A document, evidencing both identity and employment authorization:

- Unexpired foreign passport
- Form DS-2019 (J-1 exchange visitors cannot work after the program end date on this form.)
- Form I-94 or I-94A indicating J-1 status
- A letter or other documentation from the Responsible Officer in the case of a J-1 nonimmigrant student.

In Section 2 of Form I-9, the employer should enter the foreign passport information in the first area and the I-94 information in the second area in the List A column. Enter the information from Form DS-2019, which includes the SEVIS number and the expiration date, (i.e., the program end date) in the third area in the List A column. For J-1 nonimmigrant students, also note the documentation from the Responsible Officer in the ‘Additional Information’ field in Section 2.
Receipts:
Sometimes, employees will present a "receipt" in place of a List A, List B, or List C document. An acceptable receipt is valid for a short period of time for completion of Section 2 or Section 3 (reverification) of Form I-9, Employment Eligibility Verification.

There are only 3 types of acceptable receipts:

- **A receipt showing that your employee has applied to replace a document that was lost, stolen or damaged.**
  
  Your employee may present a receipt for the application for the replacement of any List A, List B, or List C document. This receipt is valid for 90 days from the date of hire (meaning, first day of work for pay) or in the case of reverification, 90 days from the date employment authorization expired. Within 90- days, the employee must show you the replacement document for which the receipt was given.

- **The arrival portion of Form I-94/I-94A (Arrival-Departure Record) with a temporary Form I-551 stamp and a photograph of the individual**
  
  Lawful permanent residents may present this List A receipt instead of their permanent resident cards (Form I-551) to show evidence of both identity and employment authorization. This receipt is valid until the expiration date on the stamp, or 1 year after the issuance date if the stamp does not contain an expiration date. When it expires, your employee must provide their permanent resident card (Form I-551).

- **Departure portion of Form I-94/I-94A with a refugee admission stamp or computer-generated printout of Form I-94 with admission code “RE”**
  
  A refugee may present this List A receipt to show evidence of both identity and employment authorization. This receipt is valid for 90 days from the date of hire or in the case of reverification, 90 days from the date employment authorization expired. When the receipt expires, your employee must show the employer either an Employment Authorization Document (Form I-766) or a combination of a List B document and an unrestricted Social Security card.

When your employee provides an acceptable receipt for initial verification, you should:

- Record the document title in Section 2 under List A, List B or List C, as applicable.
- Enter the word “receipt,” the document title and number and the last day that the receipt is valid.

After the receipt expires, you should:

- Cross out the word “receipt” and any accompanying document number.
- Record the number and other required document information from the actual document presented.
- Initial and date the change.

You cannot accept a receipt for the application for an initial or renewal employment authorization but can accept a receipt for the application for replacement of a lost, stolen or damaged employment authorization document. You cannot accept receipts if employment will last less than 3 days.
Additional Resources:

The following are excellent resources and that can be used to help answer questions about the Form I-9. They are comprehensive resources that will be able to answer any question you may have about the Form I-9, acceptable documents, etc.

**USCIS I-9 Central:**  
[https://www.uscis.gov/i-9-central](https://www.uscis.gov/i-9-central)

**USCIS Handbook for Employers:**  
[https://www.uscis.gov/i-9-central/handbook-employers-m-274](https://www.uscis.gov/i-9-central/handbook-employers-m-274)