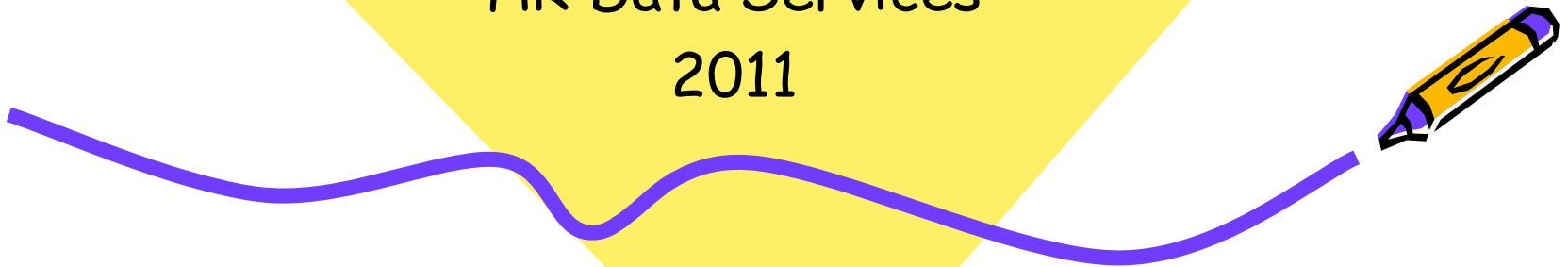




Completing I-9 Forms for F-1 and J-1 Hires for CPT, OPT, & AT

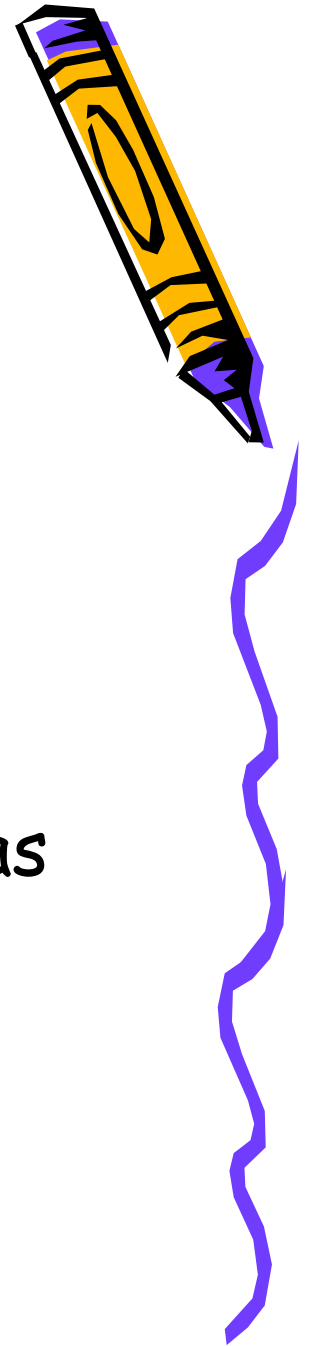
HR Data Services

2011

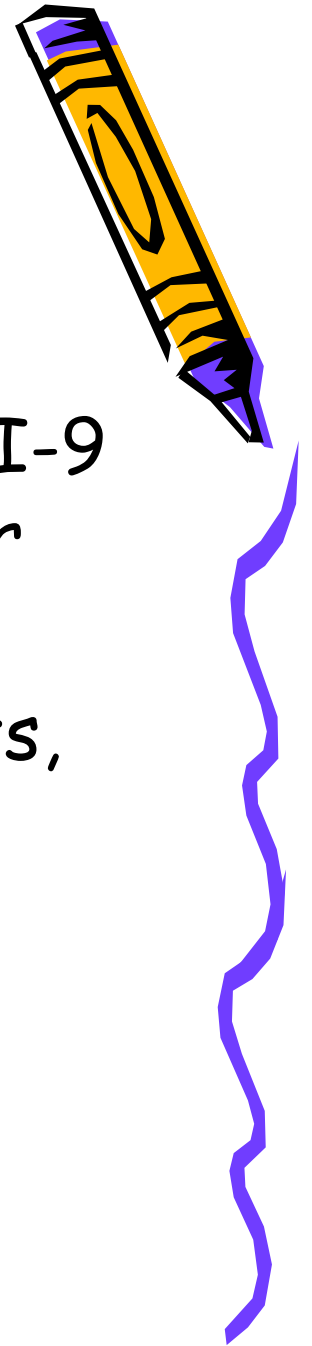


Hiring Students

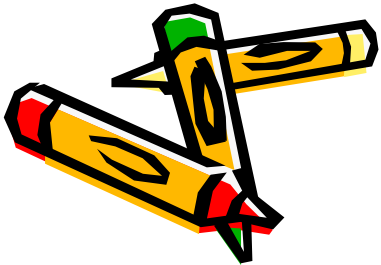
- Requirements:
 - All Emory Student hires are done via PS>HR Web>Student New Hire
 - Non-Emory Students must be hired as Staff via E-HRAF



Required Paperwork

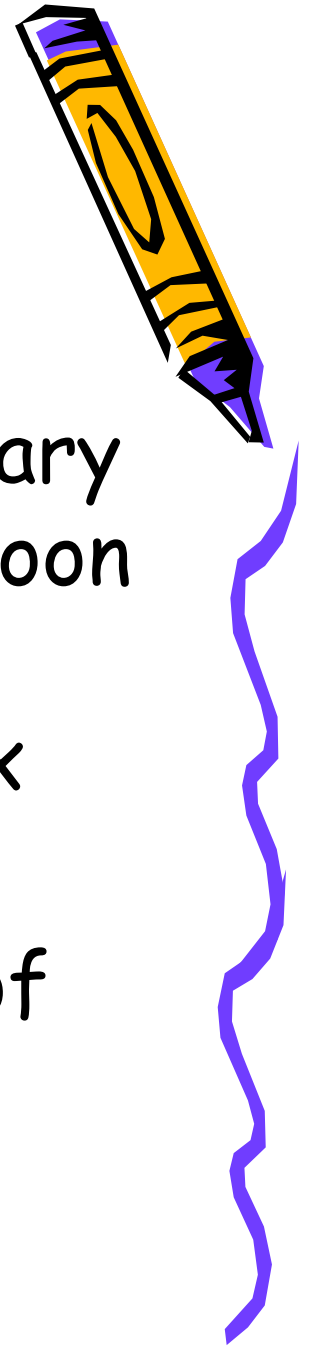
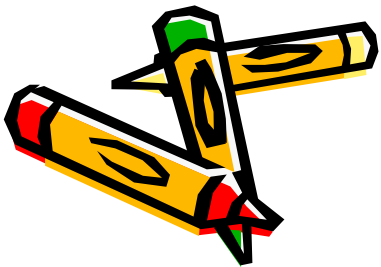


- All hires should be Pre-Started
- Completed on-line I-9 Form and scanned I-9 documentation (identity and eligibility for legal work in the U.S.)
- Entry in PeopleSoft enables UTS accounts, parking passes, EmoryCard and library access
- Completed on-line Direct Deposit or CASHPAY Form



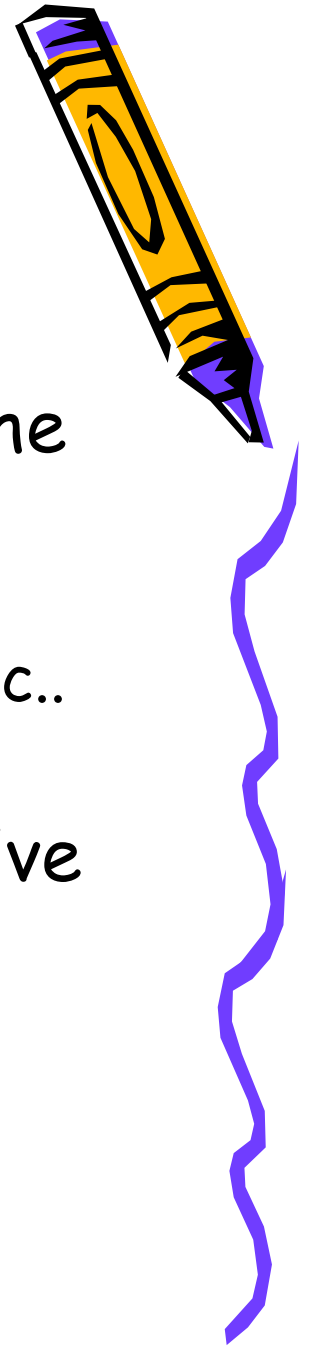
Required Paperwork

- F-1 and J-1 students should see Mary Chenault regarding tax status as soon as possible (do not have them complete GA state and Federal tax forms!)
- Work Permit if <18 years at time of Hire



Completing the I-9 Form

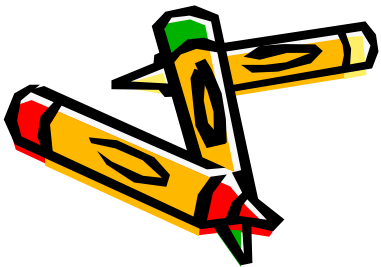
- It is your responsibility to make sure the hire fills out section 1 accurately and completely
 - Check that last name is under last name, etc..
- NEVER tell a hire what documents to give you for I-9 purposes



Completing the I-9 Form

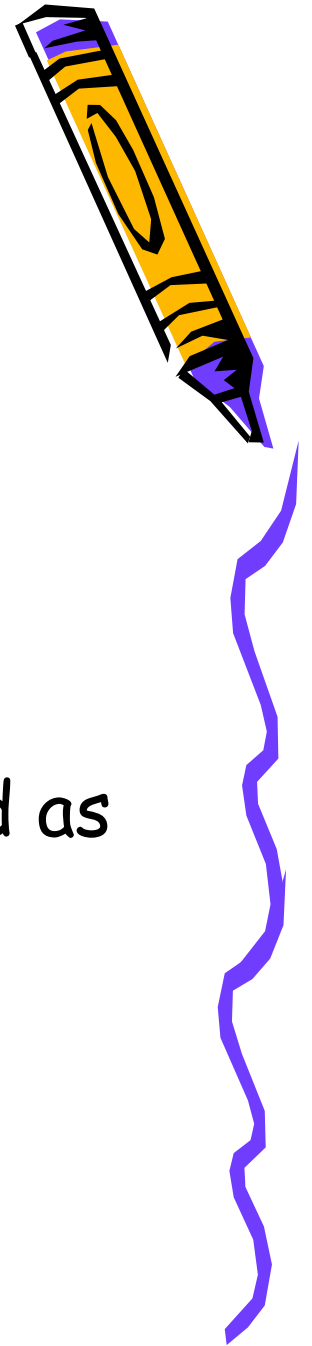


- F-1 and J-1 Students should check 4th box above the date in section 1
- The end/expiration date for work authorization can be found in section 5 of the I-20 for F-1 students and in section 3 of the DS-2019 for J-1 students



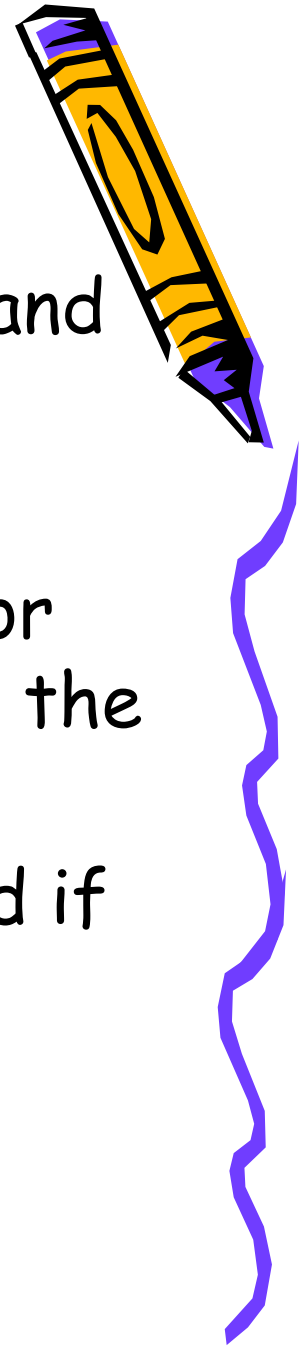
Completing the I-9 Form

- The alien/admission number must be supplied in section 1
- The number may be found on the I-94 Arrival/Departure Record as 11 digits
OR
- On the Employment Authorization Card as 9 digits
- SSN = indicate "applied for" if not yet assigned



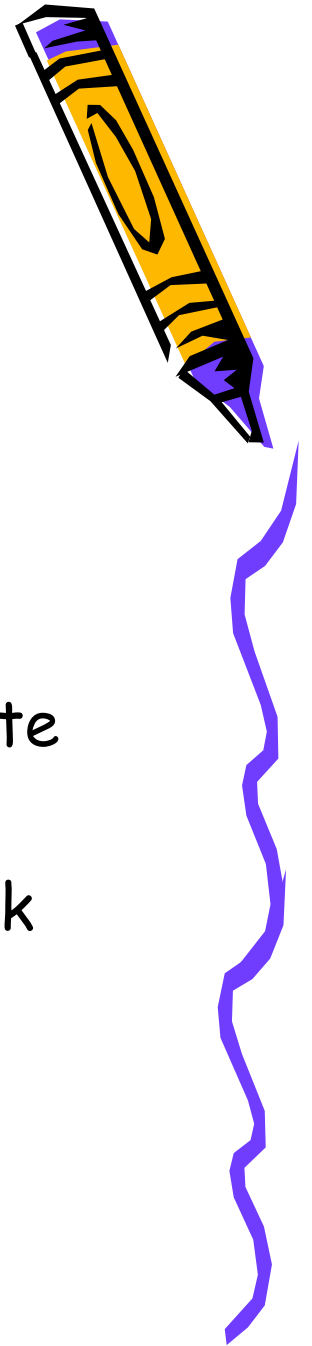
Completing the I-9 Form

- The employee must electronically sign and date the form
- Section 2 - Employer completes
- You may accept list B & C documents for F-1 or J-1 hires, but some will not have the necessary documents
- Entire list A section must be completed if list A documents are used



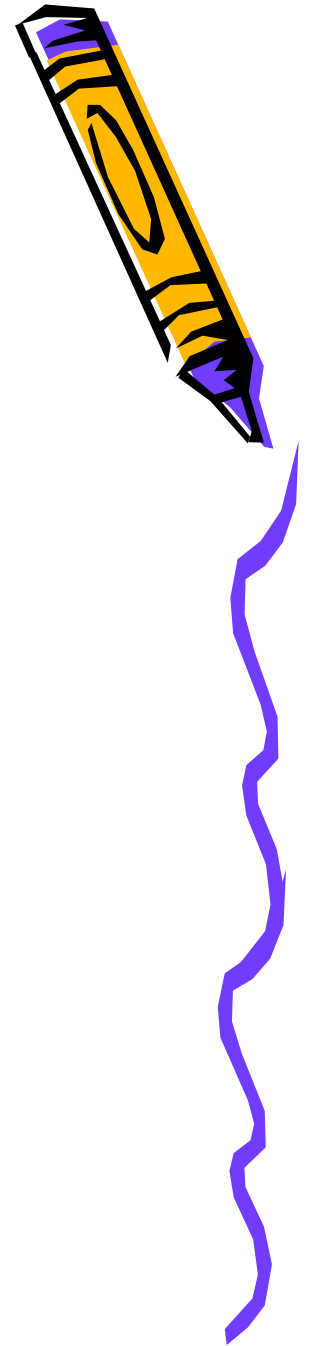
Completing the I-9 Form

- Completing List A for F-1 Students w/Passport:
 - 1st Document Title: Foreign Passport
 - Issuing Authority: home country
 - 1st Document #: Passport #
 - 1st Expiration Date: Passport Expiration Date
 - 2nd Document #: I-94 number of 11 digits
 - 2nd Expiration Date: expiration date of work authorization on I-20
 -



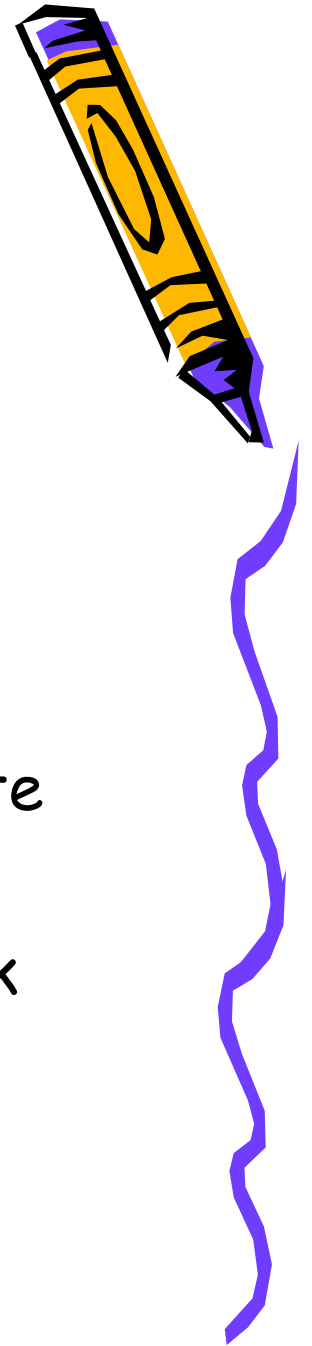
Completing the I-9 Form

- Completing List A for F-1 Students w/Employment Authorization Card:
 - Document Title: EAD
 - Issuing Authority: DHS/USCIS
 - Document #: Card # that starts w/three letters
 - Expiration Date: expiration date of work authorization on front of the card



Completing the I-9 Form

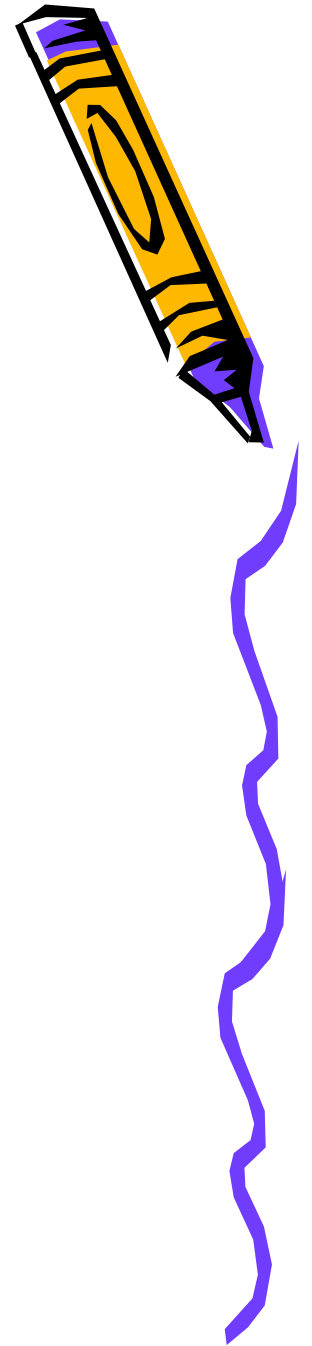
- Completing List A for J-1 Students w/Passport
 - 1st Document Title: Foreign Passport
 - Issuing Authority: home country
 - 1st Document #: Passport #
 - 1st Expiration Date: Passport Expiration Date
 - 2nd Document #: I-94 number of 11 digits
 - 2nd Expiration Date: expiration date of work authorization on DS2019



Completing the I-9 Form

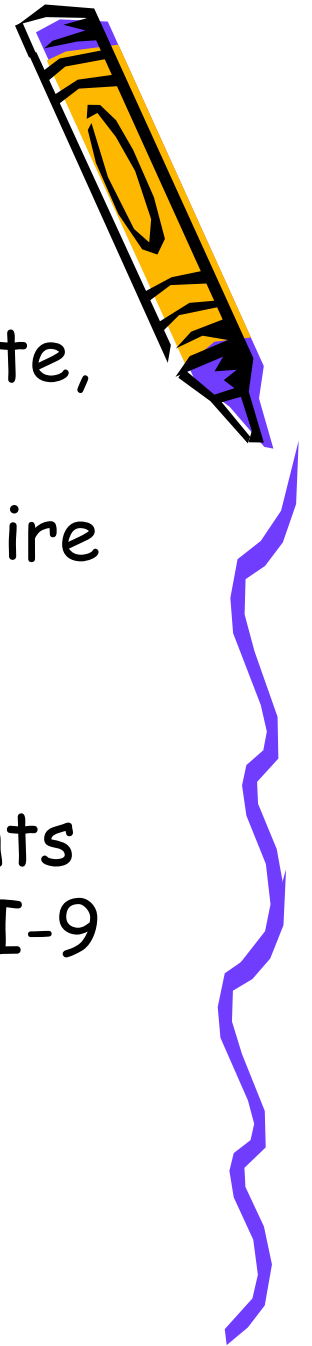
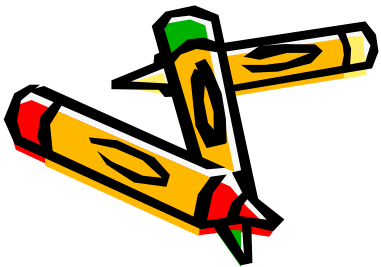
Certification Statement

- Be sure to fill in the first date of work for the new hire
- Electronically sign and date

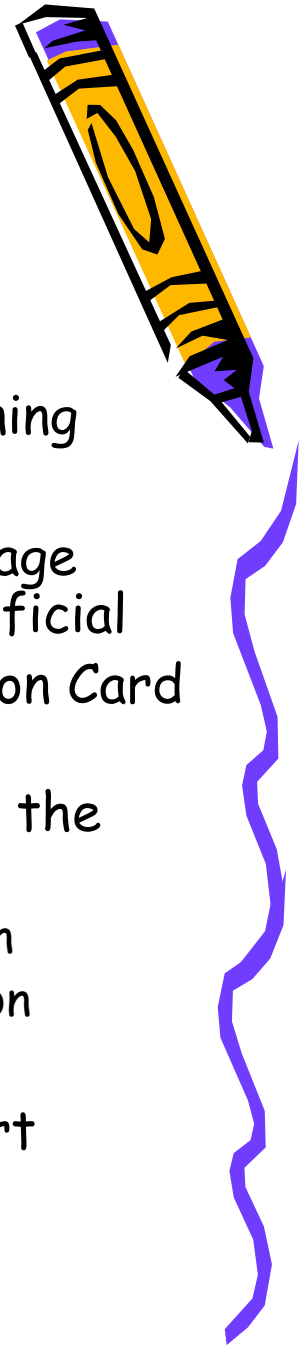


Completing the I-9 Form

- HR Data Services *MUST* have a complete, on-line I-9 form and scanned I-9 documents before an OPT, CPT or AT hire will be processed
- All hires must present original documents for the completion of section 2 of the I-9 (no faxes, or copies)



Typical Documentation



CPT: Curricular Practical Training

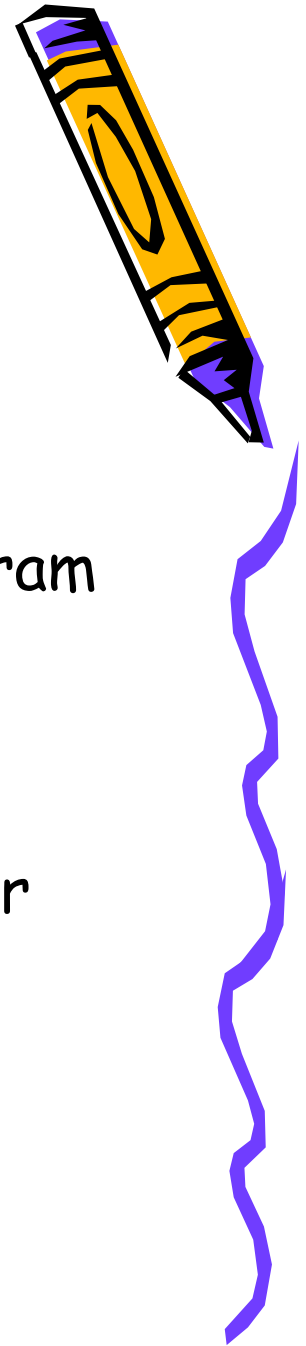
- F-1
- I-20 w/notation on last page from designated school official
- Unexpired foreign passport
- I-94 Arrival/Departure Record

OPT: Optional Practical Training

- F-1
- I-20 w/ notation on last page from designated school official
- * Employment Authorization Card (list A document)
- On the Card will be one of the following
 - (C) (3) (A) Pre-Completion
 - (C) (3) (B) Post-Completion
 - (C) (3) (C) Stem Student
- Unexpired foreign passport



Typical Documentation



Economic Hardship

- F-1 hires
- I-20
- * Employment Authorization Card
 - C3iii on card
 - List A document
- Unexpired foreign passport

AT

- J-1
- *letter from program sponsor - such as ISSP, not their supervisor or professor
- Check DS-2019 for dates
- Unexpired foreign passport



Completing the I-9 Form



- Completing List A for J-2s (J-1 dependents)
- Employment Authorization Card:
 - Document Title: EAD
 - Issuing Authority: DHS/USCIS
 - Document #: Card # that starts w/three letters
 - Expiration Date: expiration date of work authorization on front of the card

