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