

INSTRUCTIONS FOR COMPLETING I-9 FORM

- Who Needs to File an I-9 Form?

All student employees who have not worked previously at UW Oshkosh are required to complete the I-9. If the student has not worked at UW Oshkosh for one year or more, they must complete a new I-9 form to be eligible to work once again. If the student has worked at UW Oshkosh in another capacity (e.g. permanent employee, LTE, Graduate Assistant), contact the HR Office since an I-9 may already be on file

- When Is It Completed?

Section 1 must be completed by the student employee no later than the close of business on their beginning day of employment. Section 2 must be completed by the Employing Unit Coordinator no later than the close of business on the student employee's third day of employment. It is strongly recommended that the form is completed by the Employing Unit Coordinator at the same time the student fills out the I-9.

- Where Can I Obtain the I-9 Form?

The most current version of the I-9 form and instructions for completion can be found on the HR web site at <http://www.uwosh.edu/hr/pdf/i-9.pdf> . Always use the version of the form found at this site. Be sure to print pages 2 and 3 of the form back-to-back. These are the pages of the form which will be filed in the HR Office.

- Who Completes Section 1 of the Form?

The student must complete Section 1 of the I-9 form. No one else may write in the information for them unless they, too, sign and date Section 1 under the "Preparer and/or Translator Certification."

If the student checks that they are "A citizen or national of the United States" then you may proceed to verify their supporting documents.

If the student does not check that they are "A citizen or national of the United States", but checks one of the other two choices, they are required to bring the I-9 form and supporting documentation to the HR Office for verification and certification.

- How Do I Know Which Documents are Acceptable?

Page 3 of the I-9 form displays "Lists of Acceptable Documents." The purpose of the I-9 is to establish identity and employment eligibility.

- Documents found in List A establish both (e.g. U.S. passport). If the student presents a document from List A they are not required to present a List B or List C document.
- If the student does not present a List A document, then they must present one document from List B for identity (e.g. TitanCard or drivers license) **and** one document from List C for employment eligibility (e.g. Social Security card or birth certificate).

If you are in doubt about a document's acceptability, call the HR Office for clarification before proceeding further.

- Who Completes Section 2?

The Employing Unit Coordinator is responsible for completing Section 2. The form is not valid and must be re-done if someone other than the Coordinator writes in any of this information. (Hints & Tips for recording document information can be found below.)

IMPORTANT: Be sure the employment begin date contained in the Certification statement, does not precede the student employee's signature date (in Section 1).

The Coordinator completes Section 2 by signing and printing their name, title, business/organization name (to appear as: Employing Unit Name; UW Oshkosh; 800 Algoma Blvd; Oshkosh, WI 54901). This must be done no later than the third day of the employee's begin date.

- Then What Do I Do?

Attach clear/legible copies of the supporting documents to the completed I-9 form and send to the HR Office. The Employing Unit must not keep a copy of the I-9 or supporting documents in their files. This would be in violation of the Immigration Reform and Control Act.

HINTS & TIPS

- Requesting more or different documentation than the minimum necessary to meet this requirement may constitute an unfair immigration-related employment practice.
- If the documentation presented by the student employee does not reasonably appear to be genuine or relate to the employee who presents them, you must refuse acceptance and ask for other documentation from the list of acceptable documents that meets the requirements. You should not continue to employ an employee who cannot present documentation that meets the requirements.
- Only original documents (not necessarily the first document of its kind ever issued to the employee, but an actual document issued by the issuing authority) are satisfactory, with the single exception of a certified photocopy of a birth certificate.
- Social Security cards issued with the restriction of "Valid only with INS (or DHS) Authorization" do not satisfy the I-9 form requirements.
- Samples of documents acceptable for the I-9 are located on the Student Employment webpage (<http://www.uwosh.edu/hr/student.php>)

Completing the I-9 Employment Eligibility Form

*** DO NOT EVER USE WHITEOUT ON THE I-9 FORM-THIS IS A FEDERAL FORM***

* This form should be completed BEFORE the first day of employment. Employees ARE NOT to begin working until ALL required forms are completed, submitted to and processed by Human Resources.

➤ **SECTION 1 → Completed by the EMPLOYEE**

- * Legal Name
- * Maiden Name
- * Address
- * Birthdate
- * City, State, Zip Code
- * Social Security Number
- * “I attest, under penalty of perjury, that I am...” – must check 1 box. (If “a lawful permanent resident” or “alien authorized to work” is checked, student needs to bring I-9 to HR form completion.)
- * Employee’s Signature
- * Date – MUST be no later than the employee’s first day of employment as listed below

Section 1. Employee Information and Verification. To be completed and signed by employee at the time employment begins.			
Print Name: Last	First	Middle Initial	Maiden Name
Address (Street Name and Number)		Apt. #	Date of Birth (month/day/year)
City	State	Zip Code	Social Security #
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): <input type="checkbox"/> A citizen or national of the United States <input type="checkbox"/> A Lawful Permanent Resident (Alien #) A _____ <input type="checkbox"/> An alien authorized to work until _____ (Alien # or Admission #) _____	
Employee’s Signature			Date (month/day/year)

➤ **SECTION 2 → Completed by the EMPLOYING UNIT COORDINATOR**

- * The employing unit coordinator must complete this section after verifying ORIGINAL documents provided by the employee
- * The employee must bring in original documents for the employing unit coordinator, who needs to verify documents, make copies of documents, and attach the copies to I-9 form before sending to HR.
- * The list of acceptable documents is listed on Page 2 of the I-9.
- * Employee must present **ONE document from List A – OR – ONE document from List B AND one document from List C.**

Section 2. Employer Review and Verification. To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number and expiration date, if any, of the document(s).				
List A	OR	List B	AND	List C
Document title: _____	OR	_____	AND	_____
Issuing authority: _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____	_____	_____		
CERTIFICATION - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) _____ and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)				
Signature of Employer or Authorized Representative		Print Name		Title
Business or Organization Name		Address (Street Name and Number, City, State, Zip Code)		Date (month/day/year)

*Example of proper documentation:

List A	
Document title:	Passport
Issuing authority:	USA
Document #:	91357841321
Expiration Date (if any):	1/25/09
Document #:	
Expiration Date (if any):	

OR

List B	AND	List C
Driver's License		Social Security Card
State of MN/MNDOT		Social Security Administration
C-154-821-543		123-45-6789
08/9/06		None

➤ **Certification Section → Completed by the EMPLOYING UNIT SUPERVISOR**

CERTIFICATION - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) _____ and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)

* Print start date in open blank.

* Signature of employer completing I-9

* Printed name of employer completing I-9 and Title
 * Print Department Name
 * Date of employer's signature

Signature of Employer or Authorized Representative	Print Name	Title
Business or Organization Name	Address (Street Name and Number, City, State, Zip Code)	Date (month/day/year)
	UW Oshkosh, 800 Algoma Blvd, Oshkosh, WI 54901	

➤ **SECTION 3 → DO NOT COMPLETE ANYTHING IN THIS SECTION!**