Key Points to Understanding and Completing the Form I-9
(Employment Eligibility Verification)

Employment Eligibility Verification must be completed for all new employees (and some rehires):

- Faculty/Staff
- Full/Part Time
- Salary/Wage (including Emergency Hire, Seasonal, Sporadic)
- Student/Non-student
- Citizen/Non-citizen

Parts of the Form I-9
Section 1 must be completed by the employee prior to or on the 1st day of work - please have the employee complete Section 1 prior to performing any work.

- Address: Must be a physical address, no P.O. Box; Canada and Mexico are the only acceptable international addresses
- E-mail and phone number are optional
- Alien Authorized to Work status now needs to provide the country that issued the passport, if applicable

Section 2 must be completed by the employer prior to or within three business days of hire date. For the purpose of completing the I-9, the “employment begin” date in the CERTIFICATION box is the first day the employee shows up for work. Section 2 should be completed at the same time as Section 1 when possible. As a result of Section 2, (Employer Review and Verification), being a separate page from Section 1, (Employee Information and Attestation), the employee name MUST be written in Section 2. Space is provided at the top of the page.

If the employee cannot present the necessary documents for Section 2 within 3 days, they must present a receipt for the application for the documents within 3 days. The employee then has 90 days from date of hire to present the actual documents. When a receipt is presented, write the word receipt” on the document # line. When the document is received, cross out the word “receipt”, enter the number, and initial the change. (The Original I9 is retained in the dept. until the document is presented – a photocopy should be sent to Payroll until the “applied for” document is received and the original can be completed.)

Completing Section 2 of the Form I-9 for F and J Visa Holders
When completing the Form I-9 (Employment Eligibility Verification) for those in F-1 and J-1 Visa status, the following 3 documents are needed to complete the LIST A requirements in Section 2:

- Unexpired foreign passport (except for Canadian citizens)
- Unexpired Form I-94
- Unexpired Form I-20 or DS-2019 (issued by Virginia Tech)

The passport information should be recorded on the first document # line. Record the admission # from the I-94 on the second document # line. The expiration date for the second document will come from the I-94, usually D/S. The information recorded on the third document # line is the SEVIS number located in the upper right hand corner of the Form I-20 or Form DS2019. This number begins with an “N” and leading zeros.

The expiration date of an employment authorization should not be used in determining whether an alien is qualified for a particular job, as this may constitute discrimination.
Note: If the F1 visa holder has OPT, record the information under List A from the Employment Authorization Card, not the passport and I-94 information.

E-Verify
Virginia Tech is an E-Verify employer therefore all new hires and rehires are processed through E-Verify. E-Verify is a federal process that compares the information recorded on the I-9 Form to information in the Social Security Administration and Department of Homeland Security databases.

Updating an I-9 is no longer a viable option in our decentralized hiring environment.
As a result of E-Verify we are required to enter all rehired employees as a new case in the E-Verify database. We can no longer accept an updated I-9 Form because the documents used to complete the original form might now be expired. Because we have decentralized hiring and I-9 completion with centralized E-Verify submission, departments have no way of knowing whether or not a document used on the original I-9 form on file in Payroll has expired. E-Verify will not allow processing a verification using an expired document. Going forward, if an I-9 action is required as a result of an employee’s break in service, a whole new I-9 form will need to be submitted to the Payroll Office (MC 0339).

Once the Form I-9 is completed for all NEW hires or rehires, please attach LEGIBLE copies of the document(s) used to complete Section 2. As a result of E-Verify, some documents now require photo- matching.

Following are some reminders related to completion of the I-9 Form
• Employees are required to complete Section 1 on or before the first day of employment.
  o Departmental representatives should complete Section 2 at that time in order to get the form to payroll prior to the third business day from the date of hire.
  o It is imperative that you send the I-9 (and supporting documents) to Payroll immediately upon completion (Mail Code – 0339) - do not wait to gather a new hire completed packet. The federal requirement is to have the information from the I-9 entered into E-Verify within three days of the date of hire.
• Please ensure that the employee and the departmental representative have signed the form and ALL dates are recorded on the form I-9.
  o There are two signature dates, the employee signature date in Section 1 and also the employer signature date in Section 2.
  o Make sure that you have recorded the employee’s first day of work in the Certification section (Section 2) of the form.
• Please ensure a citizenship category is indicated. The employee citizenship attestation should be supported by the documents provided to complete Section 2. If an employee checks the second citizenship category indicating they are “A noncitizen national of the United States” – A noncitizen national is defined as persons born in American Samoa, certain former citizens of the former Trust Territory of the Pacific. Most employees do not fall in this category; it is likely this person is an alien authorized to work.
• Departmental representatives should review Sections 1 AND 2 to ensure the form is complete and seemingly accurate.

An I-9 SHOULD NOT be completed until after a job offer has been extended and accepted.