

Welcome to DU! We are so happy to have you join our community. Please review the following information regarding I-9 verification completion.

Once you have completed and passed your background check through HireRight, you will receive an I-9 Verification request email (also from HireRight.) If you have passed your background check but have not received an I-9 verification request email, please check your spam/junk folders. After checking your spam folder, if you are still having trouble locating the HireRight I-9 verification request email, please reach out to us at [employmentservices@du.edu](mailto:employmentservices@du.edu) for further assistance.

Once the email is located, please click on the link in the email which will direct you to your I-9 Form. First, you will establish a password for your account so you can access your form again later. Then you will be directed to the first page of your form. Fill in all of the requested information. Please scroll to the bottom of this manual for further instructions.

The form will request scans of your supporting documents. Please see the List of Acceptable Documents for I-9 below.

### LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

\* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a

combination of one selection from List B and one selection from List C.

Examples of many of these documents appear in the Handbook for Employers (M-274).

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole:               <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                   <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(2) An endorsement of the individual's status or parole 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.</li> </ol> </li> </ol> </li> <li>6. 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</li> </ol>		<ol style="list-style-type: none"> <li>1. 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</li> <li>2. 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</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> </ol> <p style="text-align: center;"><b>For persons under age 18 who are unable to present a document listed above:</b></p> <ol style="list-style-type: none"> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>		<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:               <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</li> <li>3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</li> <li>4. Native American tribal document</li> <li>5. U.S. Citizen ID Card (Form I-197)</li> <li>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>7. Employment authorization document issued by the Department of Homeland Security</li> </ol> <p>For examples, see <a href="#">Section 7</a> and <a href="#">Section 13</a> of the M-274 on <a href="https://uscis.gov/i-9-central">uscis.gov/i-9-central</a>.</p> <p>The Form I-766, Employment Authorization Document, is a List A, Item Number 4, document, not a List C document.</p>
<p><b>Acceptable Receipts</b></p> <p>May be presented in lieu of a document listed above for a temporary period.</p> <p>For receipt validity dates, see the M-274.</p>				
<ul style="list-style-type: none"> <li>• Receipt for a replacement of a lost, stolen, or damaged List A document.</li> <li>• Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual.</li> <li>• Form I-94 with "RE" notation or refugee stamp issued to a refugee.</li> </ul>	OR	<ul style="list-style-type: none"> <li>• Receipt for a replacement of a lost, stolen, or damaged List B document.</li> </ul>		<ul style="list-style-type: none"> <li>• Receipt for a replacement of a lost, stolen, or damaged List C document.</li> </ul>

Once you have selected which supporting documents you will be submitting, you will need to take scans of the frontside and backside of your documents. **These scans must be clear, legible images.** Please see each type of document and the pages you must scan below sorted by List A documents first, then List B and C documents:

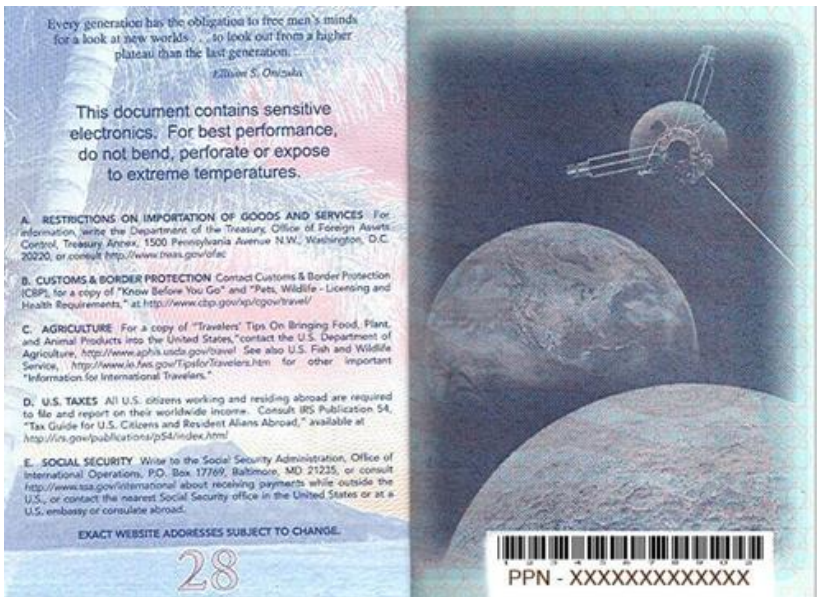
## LIST A DOCUMENTS

### U.S. Passport

You will need to submit a scan of the page with your **photo, information and signature** (see below). Please ensure your Passport is **not expired** and in its **original** form. You will also need to submit a scan of the last page of your Passport including the **barcode** (see below.)

#### Passport Scan Example

A proper scan has clear text and graphics; an improper scan is blurry and difficult to read. The example below has appropriate clarity and quality. Please make sure to sign the signature line of the upper half of the page!



### U.S. Passport Card

You will need to submit scans of the **frontside** and the **backside** of the card (see below.) Please ensure the Passport Card is **not expired** and in its **original** form.





Figure 1: Front of Sample U.S. Passport Card

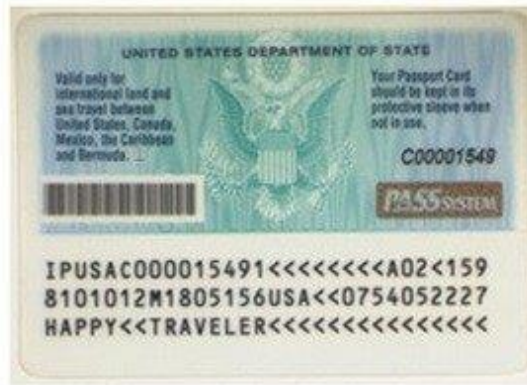


Figure 2: Back of Sample U.S. Passport Card

### Permanent Resident Card (I-551)

You will need to submit scans of the **frontside** and the **backside** of the card (see below.) Please ensure the Permanent Resident Card is **not expired** and in its **original** form



### Employment Authorization Card (I-766)

You will need to submit scans of the **frontside** and the **backside** of the card (see below.) Please ensure the Employment Authorization Card is **not expired** and in its **original** form



## LIST B DOCUMENTS

### Driver's License, Identification Card, Military ID, School ID

You will need to submit scans of the **frontside** and the **backside** of the card (see below.) Please ensure the ID is **not expired** and in its **original** form



### Native American Tribal Document

You will need to submit scans of the **frontside** and the **backside** of the card (see below.) Please ensure the document is **not expired**, in its **original** form and **signed**

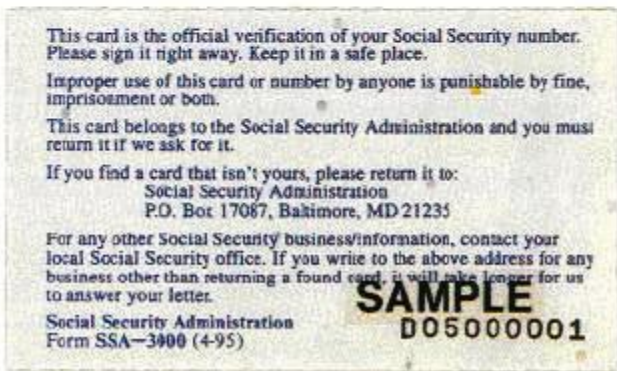
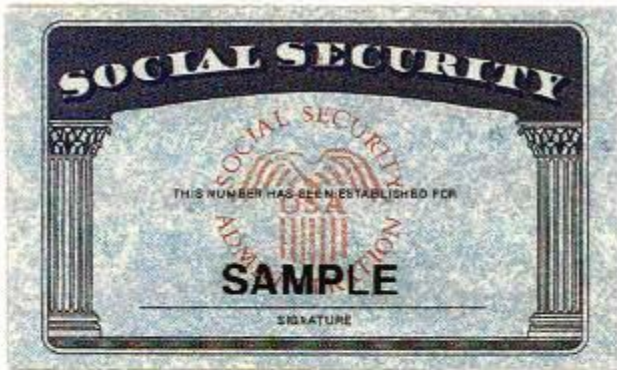




## LIST C DOCUMENTS

### Social Security Card

You will need to submit scans of the **frontside** and the **backside** of the card. Ensure the document is **signed**, in its **original** form, and does not say “VALID FOR WORK ONLY WITH DHS [or] INS AUTHORIZATION.” DHS Social Security Cards are issued to international employees and do not establish citizenship.





2. I-94 Document

- a. An I-94 is the arrival/departure record issued by the Department of Homeland Security. You will need to submit a scan of the frontside of the document.

For: John Smith



Most Recent I-94

Admission (I-94) Record Number : 123456789AD  
 Most Recent Date of Entry: 2020 January 15  
 Class of Admission : H-1B  
 Admit Until Date : 01/14/2023  
 Details provided on the I-94 information form:

SAMPLE I-94 Record

Last/Surname : SMITH  
 First (Given) Name : JOHN ADAM  
 Birth Date : 1972 June 15  
 Passport Number : 01234567  
 Country of Issuance : Brazil

Get Travel History

3. I-20 Document or DS-2019 Document (if a student and employee)

- a. The I-20 Document and the DS-2019 Document are academic visas. If you are taking classes in addition to working for the university, you will need to submit scans of this document. If you are submitting an I-20, scan both the first page and second page. If you are submitting a DS-2019, scan the first page.

Department of Homeland Security  
 U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status  
 OMB NO. 1653-0038

SEVIS ID: N0004720633

US/NAME/PRIMARY NAME John	GIVEN NAME John	Class of Admission <b>F-1</b> ACADEMIC AND LANGUAGE
PREFERRED NAME John Sample, Jr	PASSPORT NAME	
COUNTRY OF BIRTH USA	COUNTRY OF CITIZENSHIP USA	
DATE OF BIRTH 04 MAY 1997	ADMISSION NUMBER	
FORM ISSUE REASON CURRENT ATTENDANCE	LEGACY NAME	

**SCHOOL INFORMATION**

SCHOOL NAME SEVP School for Advanced SEVIS Studies	SCHOOL ADDRESS 3000 Riving Lane, Ft. Washington, MD 20744
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL Melanie Robertson	SCHOOL CODE AND APPROVAL DATE BAL21494444000 03 APRIL 2016

**PROGRAM OF STUDY**

EDUCATION LEVEL Bachelor's	MAJOR 1 History and Philosophy of Science and Technology 54.0114	MAJOR 2 None 90.0000
PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Student is proficient	EARLIEST ADMISSION DATE 04 APRIL 2016
START OF CLASSES 01 JULY 2016	PROGRAM START/END DATE 01 JULY 2016 - 30 MAY 2020	

**FINANCIALS**

ESTIMATED AVERAGE COSTS FOR 9 MONTHS		STUDENT'S FUNDING FOR 9 MONTHS	
Tuition and Fees	\$ 15,000	Fees from Family	\$ 15,000
Living Expenses	\$ 4,000	Funds from This School	\$
Expenses of Dependents (0)	\$ 0	Funds from Another Source	\$
Other	\$ 0	On-Campus Employment	\$
TOTAL	\$ 19,000	TOTAL	\$ 15,000

**REMARKS**

**SCHOOL ATTESTATION**

I certify under penalty of perjury that all information provided above was reviewed before I signed this form and is true and correct. I executed this form in the United States after review and consultation in the United States by one or other officials of the school of the student's application, transcripts, or other records of course value and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all requirements for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(b)(5). I am a designated school official of the above named school and am authorized to issue this form.

SIGNATURE OF: Melanie Robertson, FSO DATE ISSUED: 04 May 2016 PLACE ISSUED: Ft. Washington, MD

**STUDENT ATTESTATION**

I am a male that agreed to comply with the terms and conditions of my admission and those of my extension of stay. I certify that all information provided on this form under penalty of perjury is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. This certifies the named school is releasing my information from any records needed by DHS pursuant to 8 CFR 214.5(a) to determine any inadmissibility status. Parents or guardians, and student, must sign if student is under 18.

SIGNATURE OF Student Sample DATE

NAME OF PARENT OR GUARDIAN SIGNATURE ADDRESS (city/state or province/country) DATE

Department of Homeland Security  
 U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status  
 OMB NO. 1653-0038

SEVIS ID: N0004720633 (F-1) NAME: Student Sample

**EMPLOYMENT AUTHORIZATIONS**

TYPE	FULL-PART-TIME	STATUS	START DATE	END DATE
CPT	PART TIME	APPROVED	01 JULY 2016	15 JULY 2016

**EMPLOYER INFORMATION**

TYPE	AUTHORIZATION DATES
CPT	01 JULY 2016 - 15 JULY 2016
EMPLOYER NAME	START DATE END DATE CITY & STATE
SEVP Applied Labs	01 JULY 2016 15 JULY 2016 Arlington, VA

**CHANGE OF STATUS/CAP-GAP EXTENSION**

**AUTHORIZED REDUCED COURSE LOAD**

**CURRENT SESSION DATES**

CURRENT SESSION START DATE	CURRENT SESSION END DATE
01 JUNE 2016	30 JUNE 2016

**TRAVEL ENDORSEMENT**

This page, when properly endorsed, may be used for re-entry of the student to attend the same school after a temporary absence from the United States. Each endorsement is valid for one year.


SCHOOL OFFICIAL	TITLE	SIGNATURE	DATE ISSUED	PLACE ISSUED
		X		
		X		
		X		
		X		



U.S. Department of State

CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR STATUS (J-NONIMMIGRANT)

OMB APPROVAL NO.1405-0119  
EXPIRES: 07-31-2014  
ESTIMATED BURDEN TIME: 45 min  
\*See Page 2

1. Surname/Primary Name: <b>Sample</b>		Given Name: <b>John</b>		Gender: <b>MALE</b>		<b>J-1</b> 
Date of Birth (mm-dd-yyyy): <b>12-09-1980</b>		City of Birth: <b>Anytown</b>		Country of Birth: <b>IRELAND</b>		
Citizenship Country Code: <b>EI</b>		Citizenship Country: <b>IRELAND</b>		Legal Permanent Residence Country Code: <b>EI</b>		
Legal Permanent Residence Country: <b>IRELAND</b>		Position Code: <b>215</b>		Position: <b>UNIVERSITY UNDERGRADUATE STUDENTS</b>		
Primary Site of Activity: <b>Exempt from Pre-placement</b>						
2. Program Sponsor: <b>Acme Trainee</b>				Program Number: <b>P-4-16511</b>		
Participating Program Official Description: <b>TRAINEE</b>						
Purpose of this form: <b>Begin new program; accompanied by number (1) of immediate family members.</b>						
3. Form Covers Period:			4. Exchange Visitor Category:			
From (mm-dd-yyyy): <b>06-02-2015</b>			<b>TRAINEE</b>			
To (mm-dd-yyyy): <b>05-15-2016</b>			Subject/Field Code: <b>04.0902</b>	Subject/Field Code Remarks: <b>None</b>		
5. During the period covered by this form, the total estimated financial support (in U.S.\$) is to be provided to the exchange visitor by:						
Current Program Sponsor funds : \$5,000.00						
Personal funds : \$3,000.00						
Total : \$8,000.00						

DS-2019:

Once you have submitted your documents and completed Section 1 of your I-9 Form through HireRight, you will just need to complete the document verification portion of Section 2. To complete this, please bring your submitted identification document(s) on your first day of work. You will give your document(s) to your supervisor who will look them over for validity and confirm your identity.

If you are a remote employee, please let your supervisor know that you will need to complete the I-9 process remotely and they will send you further instructions. If you have worked for DU before and believe you have already completed an I-9 Verification, please reach out to the Employment Services team at [employmentservices@du.edu](mailto:employmentservices@du.edu) to confirm the status of your verification.

**Thank you and welcome to DU!**