

# Foreign Employee I-9 Help

**\*\*Reminder\*\*** Employees must have applied for a Social Security Number and have a receipt to prove that they have done so in order to do I-9 and start employment!

Employee completes **Section 1:**

**Name must match the Name(s) on Passport. If employee has multiple first and/or last names please list all.**

**If employee is waiting for SSN Check box below and DO NOT put anything in box**

08

Language: English

**Employment Eligibility Verification**  
Department of Homeland Security  
U.S. Citizenship and Immigration Services

**USCIS Form I-9**  
OMB No. 1615-0047  
Expires 08/31/2019

▶ **START HERE**

Section 1. **Employee Information and Attestation** (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name) First Name (Given Name) Middle Initial Other Last Names Used (if any)

Address (Street and Number and Name) Apt Number City or Town State Zip Code

Date of Birth (mm/dd/yyyy) U.S. Social Security No. Employee's E-mail Address Employee's Telephone Number

Awaiting Issuance of SSN

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):

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):

1. A citizen of the United States

2. A noncitizen national of the United States (See instructions)

3. A lawful permanent resident (Alien Registration Number/USCIS Number): N/A

4. An alien authorized to work until (expiration date, if applicable mm/dd/yyyy) 01/01/2020 Indefinite

Some aliens may write "N/A" in this field. (See instructions)  
Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:  
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: Alien Number A123456789

OR

2. Form I-94 Admission Number: N/A USCIS Number

3. Foreign Passport Number: N/A

Country of Issuance: N/A

Signature of Employee: Date (mm/dd/yyyy)

Passport number  
Country of Issuance

11-digit  
I-94 number

Expiration date of Work  
Authorization Document  
I-20/DS-2019/H1B

## Foreign passport:

(DO NOT use US Visa.)

The image shows an Irish passport for Lauren O'Sullivan. Red boxes highlight the following information:

- Country of Issuance:** IRELAND (highlighted in the top left).
- Passport number:** D23145890 (highlighted in the top right).
- Expiration date:** 09 MFÓ/SEP 2023 (highlighted in the bottom right).

Other visible information on the passport includes: Name: O'SULLIVAN, LAUREN; Nationality: ÉIREANNACH/IRISH; Date of Birth: 04 BEA/MAY 1988; Date of Issue: 10 MFÓ/SEP 2013; Issuing Authority: Oifig na bPasanna, Baile Átha Cliath (Passport Office, Dublin); Signature: Lauren O'Sullivan.

## I-94:

(These are now issued electronically. The employee may need to log into [cbp.gov](http://cbp.gov) to print off current I-94.)

The screenshot shows the U.S. Customs and Border Protection website. The "Admission (I-94) Record Number" is highlighted with a red oval and is 123456789153. A "Print" button is visible next to it.

Information required:

- Document title (should auto-populate to I-94/A number)
- Issuing authority (should auto-populate to DHS)
- Document (Admission) number
- Expiration date (should auto-populate to D/S [duration of status])

# I-20/DS-2019:

I-20s are issued to F-1 Visa holders, DS-2019s are issued to J-1 Visa holders

The image displays two sample forms side-by-side. The left form is the U.S. Department of Justice Certificate of Eligibility for Nonimmigrant (F-1) Student Status, and the right form is the U.S. Department of State Certificate of Eligibility for Exchange Visitor (J-1) Status. Red boxes and lines highlight specific fields on both forms:

- Document Number:** A red box on the right form highlights the 'Document Number' field, which contains the value '8940114897'.
- Expiration Date:** A red box on the left form highlights the 'Expiration Date' field, which contains the value '01-12-2009'.
- Document Title (I-20 or DS-2019):** A red box on the left form highlights the 'Document Title' field, which contains the value 'I-20 or DS-2019'.

Information required:

- Document title (drop-down menu)
- Issuing authority (should auto-populate to DHS)
- Document number
- Expiration date

# H-1B Visa:

Department of Homeland Security  
U.S. Citizenship and Immigration Services

I-797A, Notice of Action

THE UNITED STATES OF AMERICA		
RECEIPT NUMBER EAC- [REDACTED]		CASE TYPE I129 PETITION FOR A NONIMMIGRANT WORKER
RECEIPT DATE January 7, 2011	PRIORITY DATE	PETITIONER [REDACTED]
NOTICE DATE March 31, 2011	PAGE 1 of 1	BENEFICIARY A [REDACTED]
[REDACTED] ATTORNEY AT LAW [REDACTED] PO BOX [REDACTED] HOUSTON TX 77242-1807		Notice Type: Approval Notice Class: H1B Valid from 03/31/2011 to 12/14/2013
The above petition and change of status have been approved. The status classification is valid as indicated above. The foreign worker(s) can use the petition and for the period authorized. Any change in employment re authorization stems from the filing of this petition, separate employment. Please contact the IRS with any questions about tax withholding.		
The petitioner should keep the upper portion of this notice. The lower portion should be given to the worker. He or she should start with his or her Form I-94, <i>Arrival-Departure Record</i> . This should be turned in with the left part is for his or her records. A person granted a change of status who leaves in a visa in the new classification before returning. The left part can be used in applying is not required, he or she should present it, along with any other required documentation, in this new classification at a port of entry or pre-flight inspection station. The Form I-824, <i>Application for Action on an Approved Application or Petition</i> , with this office to consulate, port of entry, or pre-flight inspection office of this approval.		
Document Number		
The approval of this visa petition does not in itself grant any immigration status and does not guarantee that the alien beneficiary will subsequently be found to be eligible for a visa, for admission to the United States, or for an extension, change, or adjustment of status.		
THIS FORM IS NOT A VISA NOR MAY IT BE USED IN PLACE OF A VISA.		
Please see the additional information on the back. You will be notified separately about any other cases you filed. U.S. CITIZENSHIP & IMMIGRATION SVCS VERMONT SERVICE CENTER 75 LOWER WELDEN STREET SAINT ALBAVS VT 05479-0001 Customer Service Telephone: (800) 375-5283 Form I797A (Rev. 09/07/93)N		
PLEASE TEAR OFF FORM I-94 PRINTED BELOW, AND STAPLE TO ORIGINAL I-94 IF AVAILABLE		
Detach This Half for Personal Records		
Receipt # EAC- [REDACTED]		
I-94# [REDACTED]		
NAME [REDACTED]		
CLASS H1B		
VALID FROM 03/31/2011 UNTIL 12/14/2013		
PETITIONER: [REDACTED]		
[REDACTED]		
Receipt Number EAC- [REDACTED]		
Immigration and Naturalization Service		
I-94		
Departure Record      Petitioner: [REDACTED]		
14. Family Name [REDACTED]		
15. First (Given) Name [REDACTED]		16. Date of Birth [REDACTED]
17. Country of Citizenship INDIA		

## Employer completes Section 2:

List A  
Identity and Employment Authorization

Document Title:  
Unexpired Foreign Passport w/attach

[View Sample Document](#)

Replacement Receipt

Issuing Authority:  
DOMINICAN REPUBLIC  
DOMINICAN REPUBLIC

Document Number:  
G123456  
Unexpired Foreign Passport Number

Expiration Date (if any)(mm/dd/yyyy):  
06/01/2018  
The expiration date on this field must be recorded, and not expired.

Document Title:  
I-94A Number

Issuing Authority:  
DHS

Document Number:  
12345678910  
I-94 Document Number / A Number

Expiration Date (if any)(mm/dd/yyyy):  
D/S

Document Title:  
I-20

Issuing Authority:  
DHS

Document Number:  
N000123456789  
SEVIS Number

Expiration Date (if any)(mm/dd/yyyy):  
05/31/2017  
The expiration date on this field must be recorded, and not expired.

Make sure you select the appropriate document type for the employee.  
Using Passport – Fill in information

Using I-94 – Fill in information

F-1 student: I-20  
J-1 Exchange Visitor: DS-2019  
(Document number is listed in the lower left-hand corner of the document.)

Foreign Students/Exchange visitors typically present three documents: foreign passport, I-94, and I-20/DS-2019. All three documents need to be recorded in Section 2.

## Using the “OnDocs” Tab – and “Upload Documents” Tab

View Employee Refresh Update and Go Back Update Info Go Back

Details		OnDocs	Issues	Amendments		
Refresh Add Case Note Upload Document Add E-Mail						
Date Created	Time Created	File Type	Subject Reference		File Size (KB)	
10/13/2014	11:00:50	Image/png	US Driver's License		5.0	
08/06/2014	12:42:16	Adobe Acrobat	Employee Receipt		21.5	

Upload photos of all Documents Used in Section 2:

- Passport
- I-94
- Work Authorization Document I-20/DS-2019/H1B