International I-9s
- a guide & reference manual
TIPS to using this Guide

1. You will move through this document and control the flow of content you see by using buttons. These buttons are easy to spot: rollover them with your cursor and their appearance changes.

2. To help you spot important buttons, you will often see messages such as this: “SELECT from the buttons on the left to see…”

3. Besides the navigational buttons you will always see in the lower-right corner, a button you will find useful is the Refresh button; wherever you see this button, you can use it to restore a page to its original, un-clicked state.

4. To help you to quickly get going on a page, be on the lookout for messages such as this: “START HERE…”

To get started, click on the ‘Next’ arrow, or use the Contents table on the right.
As with I-9s for US citizens, Section 1 is straightforward. Here are a few points to note (ROLLOVER the text boxes below to see arrows and emphasis):

- The ‘Location’ drop-down: All internationals must select ‘Non-US citizen faculty, staff and student’ from the ‘Location’ drop-down (this is a common error when Section 1 is completed by the employee prior to coming in, but can be corrected when Section 2 is done).

- Names, an important caution: Many TNCs are caused by employees entering names in ways that do not match their documents. In the case of an employee who does not yet have a Social Security Number, make sure the name entered in Section 1 matches the name on the document presented (if applicable, the name should match the I-94 or other gov’t-issued document); in the case of an employee who does have a Social Security Number, make sure the name entered in Section 1 matches the name on the Social Security card (assuming it is one of the documents presented).

- Address, another caution: Please note that the address entered here must be a residential address (department addresses, for instance, are not acceptable).

- The ‘I attest’ section: The great majority of international employees will fall under the ‘An alien authorized to work’ category; the rest will almost always fall under the ‘A lawful permanent resident’ category. Because you will often help employees complete this part of Section 1, you will see assistance regarding this ‘I attest’ area when Section 2 documents are presented on the next page.
### Acceptable Documents

**LIST A**
- Documents that Establish Birth Identity and Employment Authorization

1. U.S. Passport or U.S. Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)

**LIST B**
- Documents that Establish Identity

1. Driver’s license or ID card issued by a State or qualifying possession of the United States, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address

**LIST C**
- Documents that Establish Employment Authorization

1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Certification of Report of Birth issued by the Department of State (Form DD-1350)

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SELECT from the buttons on the left to see images of, and basic info on, the documents listed.

On the next page, we’ll see these documents in action in TALX.
SELECT from the buttons on the left to see how these frequently-presented documents are used in TALX; when you do, you will then see three buttons appear, at the top of this page, corresponding to the “I attest” part of section 1, and to the two steps that comprise section 2.
5 things to watch out for

There are a few things to watch out for; to see these cases for each type of document, SELECT from the buttons on the left.

While this page is definitely worth a once-over, the cases described here occur rather rarely – be aware of these possibilities, but know that you will likely see them, in total, around 2.5% of your international I-9 time.

Of course, it goes without saying that your international office is happy to help – feel free to get in touch!
SELECT from the buttons on the left to see samples of some key documents in their entirety.
If you have any questions regarding International I-9s, please do not hesitate to get in touch with your campus’ International Office.

If you have any questions, comments, or suggestions regarding this guide, please contact Human Resources.