Completing I-9 Forms for F-1 and J-1 Hires for CPT, OPT, & AT

HR Data Services
2016
Hiring Students

• Requirements:
  - All Emory Student hires are done via PS>HR Web>Student New Hire
  - Non-Emory Students must be hired as Staff via E-HRAF
Required Paperwork

• All hires should be Pre-Started
• Completed on-line I-9 Form and scanned I-9 documentation (identity and eligibility for legal work in the U.S.)
• Entry in PeopleSoft enables UTS accounts, parking passes, EmoryCard and library access
• Completed on-line Direct Deposit or CASHPAY Form
Required Paperwork

F-1 and J-1 students should see Mary Chenault regarding tax status as soon as possible (do not have them complete GA state and Federal tax forms!)
Completing the I-9 Form

• It is your responsibility to make sure the hire fills out section 1 accurately and completely
  - Check that last name is under last name, etc..

• NEVER tell a hire what documents to give you for I-9 purposes
Completing the I-9 Form

• F-1 and J-1 Students should check 4th box above the date in section 1

• Where do you find the end/expiration date for work authorization?
  - For Emory on-campus work:
    • **Emory F-1 students** - “Program End Date” under “Program of Study” on Emory’s I-20
    • **Emory J-1 students** - ISSS authorization letter (valid up to 12 months at a time)
  - For **F-1 OPT and CPT**: Page 2 (or 3 if older version) of I-20
  - For **J-1 AT**: section 5 of DS-2019
Completing the I-9 Form

- The alien/admission number must be supplied in section 1
- The number may be found on the I-94 Arrival/Departure Record as 11 digits
  OR
- On the Employment Authorization Card as 9 digits
- SSN = indicate “applied for” if not yet assigned
Completing the I-9 Form

- The employee must electronically sign and date the form
- Section 2 – Employer completes
- You may accept list B & C documents for F-1 or J-1 hires, but some will not have the necessary documents
- Entire list A section must be completed if list A documents are used
Completing the I-9 Form

• Completing List A for F-1 Students

  - 1st Document Title: Foreign Passport
  - Issuing Authority: home country
  - 1st Document #: Passport #
  - 1st Expiration Date: Passport Expiration Date
  - 2nd Document #: I-94 number of 11 digits
  - 2nd Expiration Date: expiration date of work authorization on I-20
Completing the I-9 Form

- 2nd Document Title: I-20

- 3rd Document #: 11 digit number starting with N on the I-20

- 3rd Expiration Date: expiration date of work authorization on I-20 (either page 1 or 2 depending on permission type)
Completing the I-9 Form

- Completing List A for **F-1** Students w/Employment Authorization Card:
  - Document Title: EAD
  - Issuing Authority: DHS/USCIS
  - Document #: Card # that starts w/three letters
  - Expiration Date: expiration date of work authorization on front of the card
Completing the I-9 Form

Completing List A for J-1 Students

- 1st Document Title: Foreign Passport
- Issuing Authority: home country
- 1st Document #: Passport #
- 1st Expiration Date: Passport Expiration Date
- 2nd Document #: I-94 number of 11 digits
- 2nd Expiration Date: expiration date of work authorization on DS-2019 for AT; or expiration on ISSS on-campus work authorization letter
Completing the I-9 Form

- 2nd Document Title: DS-2019

- 3rd Document #: 11 digit number starting with N on the DS-2019

- 3rd Expiration Date: expiration date of work authorization on DS-2019 for AT; or expiration on ISSS on-campus work authorization letter
Completing the I-9 Form

Certification Statement
• Be sure to fill in the first date of work for the new hire
• Electronically sign and date
Completing the I-9 Form

• HR Data Services MUST have a complete, on-line I-9 form and scanned I-9 documents before a J-1 on-campus work permission, F-1 OPT, F-1 CPT or J-1 AT hire will be processed

• All hires must present original documents for the completion of section 2 of the I-9 (no faxes, or copies)
Typical Documentation

CPT: Curricular Practical Training
- F-1
- I-20 w/CPT notation on page 2 (or 3 if older version) from designated school official
- Unexpired foreign passport
- I-94 Arrival/Departure Record

OPT: Optional Practical Training
- F-1
- I-20 w/OPT notation on page 2 (or 3 if older version) from designated school official
- * Employment Authorization Card (list A document)
- On the Card will be one of the following
  - (c) (3) (A) Pre-Completion
  - (c) (3) (B) Post-Completion
  - (c) (3) (C) STEM extension
- Unexpired foreign passport
Typical Documentation

Economic Hardship
- F-1 hires
- I-20
- * Employment Authorization Card
  - (c)(3)(iii) on card
  - List A document
- Unexpired foreign passport

AT
- J-1
- *letter from program sponsor – such as ISSP, not their supervisor or professor
- Check DS-2019 for dates
- Unexpired foreign passport
Completing the I-9 Form

- Completing List A for **J-2s** (J-1 dependents)
- Employment Authorization Card:
  - Document Title: EAD
  - Issuing Authority: DHS/USCIS
  - Document #: Card # that starts w/three letters
  - Expiration Date: expiration date of work authorization on front of the card