University of Wisconsin—Madison
I-9 Reference Manual

A Guide for Complying
with the I-9 Form Requirements

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Most Common Immigration Statuses at UW-Madison and the DHS Documents
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F-1 and J-1 Students: I-20, EAD and DS-2019
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Quick Reference Guide for Certain Individuals with Work Authorization
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Overview, Do and Don’t
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Quick Reference
I-9 Form Flowchart
For detailed information on each step, see appropriate sections in text indicated by page numbers in the boxes.

Date Job Offered

Does new hire need to be verified? P. 10

No → Stop here.

Yes

Employer sends I-9 Form with instructions and acceptable document list to new hire along with offer letter, which must include the qualifier statement regarding payroll eligibility being contingent on completion of the I-9 Form. If no offer letter is sent, i.e. student hourly, the I-9 Form should be provided at the time the position is offered. P.15

New hire fills out Section 1 completely; fills in each line; checks one of the four boxes; and signs and dates the I-9. P. 18

First Day of Work

New hire presents completed I-9 to employer. P.19

Employer reviews Section 1 to ensure that all blanks have been completed, and the new hire has signed and dated the I-9. P. 19

By Third Day of Work

New hire presents documents of his/her choice. P. 20

Employer reviews documents to ensure that they: include one from List A or one each from Lists B and C; appear to be legitimate; and establish identity and employment eligibility. P. 21

Yes

Have employee review document list and select new or additional documents.

Employer completes all information in Section 2; signs and dates the I-9 Form; copies all documents used and attaches them to the I-9. P. 22

Employer files I-9 Form and attached documents. P. 16

See next chart on Record Retention.
Record Retention and Reverification

Record retention see page 16.
Reverification see page 27.

Did new hire indicate a work authorization expiration date, and/or did the document(s) in Section 2 have an expiration date?

Yes

Enter new hire’s expiration date into I-9 tickler system.

File I-9 Form with attached photocopies.

Employer notifies employee of need to reverify work authorization 120 days prior to expiration date.

Employer reverifies work authorization prior to expiration date.

Did the employee indicate a work authorization expiration date, and/or did the document(s) have an expiration date?

Yes

Employer files I-9 Form. Must be retained for 3 years from hire date or 1 year from termination, whichever is LATER, then shredded.

No
Flowchart for Destroying I-9 Forms

Has the employee terminated employment? Yes

Is the employee’s hire/rehire date more than three years ago? No

Is the employee’s termination date more than one year ago? No

If you answered “yes” to all three questions above, you may destroy the I-9 Form.

Do Not Destroy the I-9 Form.
NOTE 1: Effective 3 April 2009, employers are required to use the February 2009 version of the I-9 Form, available at: http://www.DHS.gov/files/form/i-9.pdf. Other changes effective 4/09 include:

1. No documents may be expired
2. Certain documents have been added to and deleted from the lists of acceptable documents. See the Acceptable Documents section of this manual and the list of documents attached to the I-9 Form.
3. Updating and reverification must be completed on the February 2009 version of the I-9 Form.
4. A separate check box has been added to Section 1 for Noncitizen Nationals of the United States. See I-9 Form Section by Section Analysis, Section 1, for details.

NOTE 2: Although certain key points are highlighted for quick reference at the beginning of some sections of this manual, it is important to read the entire section. Any questions should be directed to International Faculty and Staff Services (IFSS) or the Dean’s office.

NOTE 3: Classified Permanent Employees are to be treated in the same way as all other employees. The 1998 version of the I-9 Manual indicated that they should be handled differently as far as document retention is concerned. This is no longer the case.

Background
The Immigration Reform and Control Act of 1986 (IRCA) for the first time in US history imposed penalties on employers for knowingly hiring or continuing to employ individuals who are not authorized to work in the US. Illegal employment has been an increasing problem in this country, and Congress enacted IRCA in an effort to stem the flow of illegals into the US by imposing sanctions on employers. The law requires employers to verify the identity and employment eligibility of all employees hired after 6 November 1986 on a form called the I-9.

IRCA, as modified by the Immigration Act of 1990 (IMMACT90), also prohibits employers from engaging in “Unfair Immigration Related Employment Practices.” IRCA’s anti-discrimination provisions complement those found in Title VII of the Civil Rights Act of 1964. The anti-discrimination provisions provide employees with extensive protections. See the “Anti-Discrimination” section for details.

Therefore, employers must achieve a very fine balance between ensuring that all employees are authorized to be employed in the US, and not engaging in discrimination. The main point to keep in mind is to apply the exact same standards and procedures to everyone in the employment verification process. **Consistency is essential.**

Basic Employer Responsibilities
At UW-Madison, the Department is considered to be the employer for the purposes of employment eligibility verification. All employer responsibilities indicated throughout this manual refer to the employing department.
IRCA requires employers to:
*Establish a policy of hiring only individuals who are authorized to work.
*Complete an I-9 Form for all new hires, including US Citizens.
*Ensure that employees fully and properly complete Section 1 of the I-9 Form by the time employment begins.
*Permit employees to present any document or combination of documents acceptable by law.
*Fully and properly complete Section 2 of the I-9 Form, sign and date the employer certification within three business days of the hire date, or on the hire date if the employment is for less than three days.
*Monitor work authorization expiration dates and request new proof of employment authorization prior to the expiration date.
*Retain the I-9 Form for three years after the date of hire or one year after termination, whichever is later.
*Make the completed I-9 Forms available for inspection by the Department of Homeland Security (DHS) or the Department of Labor (DOL) for potential employer sanction violations, or the Office of Special Counsel for Immigration Related Unfair Employment Practices (OSC) for potential anti-discrimination violations.

**Penalties**

**Key Points:**
*Penalties can be assessed for seemingly minor paperwork violations.*
*Federal research funds may be lost.*
*The employing department or division is responsible for paying any penalties assessed.*

Under IRCA, both DHS and DOL may investigate an employer’s records to determine if the law has been violated, upon giving three days advance notice. Enforcement of IRCA has been given high priority by both agencies, and *substantial fines have been levied against employers, even for seemingly inconsequential paperwork violations.*

For hiring or continuing to employ individuals who are not authorized to work, there are civil penalties of:
- First offense: $375 to $3,200 per individual;
- Second offense: $3,200 to $6,500 per individual; and
- Subsequent offenses: $4,300 to $11,000 per individual.

Failure to properly complete, retain and/or make available for inspection I-9 Forms can result in civil penalties of $110 to $1,100 per violation. *The government considers each mistake on the I-9 Form to be a separate violation, so fines can add up quickly.*

Similarly, penalties are imposed on employers who *violate the anti-discrimination provisions* of the law. The penalties for violating the anti-discrimination provisions are the same as the penalties for hiring or continuing to employ unauthorized individuals. There is also a fine of $110 to $1,100 per person for making an unlawful request for more or different documents.

Civil penalties can also be imposed for *knowingly using, accepting or creating a fraudulent document.*
First offense: $375 to $3,200 per document
Second and subsequent offenses: $3,200 to $6,500 per document.

Criminal penalties can be imposed on employers who engage in a pattern or practice of knowingly hiring or continuing to employ unauthorized individuals, or who engage in fraud or false statements, or otherwise misuse visas, immigration permits and identity documents. Fines of up to $3,000 and/or a prison term of up to five years can be imposed against the employer.

The Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA) placed limits on liability for certain technical violations of paperwork requirements. Employers who can demonstrate a “good faith attempt” to comply with the verification requirements are exempt from penalties provided they remedy the violation within ten days of being informed of it. The good faith defense for errors in entering the document information only applies if a copy of the document is attached. Therefore, it is especially important to attach to the I-9 Form a copy of all documents listed in Section 2. Employers who engage in a pattern and practice of violations do not benefit from this exemption.

In addition, IIRIRA limits an employer’s liability for requesting more or different documents to those instances in which the request was made with the intent to discriminate.

Although these new provisions reduce the likelihood of being fined, it is still very important to make every effort to fully comply with the IRCA requirements.

Loss of Research Funds
Another potential consequence of violating the IRCA provisions could be the loss of federal government research funds. In 1996, President Clinton issued Executive Order 12989 which orders federal agencies to bar employers who hire unauthorized aliens from procuring government contracts for a period of one year. Therefore, good faith efforts to fully comply with IRCA are essential to continuing the government-funded research activities of this University.

Liability for Penalties at UW-Madison
Each department is responsible for properly verifying the identity and employment eligibility of all new hires, as well as monitoring the continuing employment eligibility of those individuals whose work authorization carries an expiration date. The responsibility for any violation of IRCA regulations, including hiring or continuing to employ an unauthorized individual, failing to complete an I-9 Form or completing it improperly, rests on the Department. If a federal audit occurs and fines are assessed for violations, the department that committed the violations will be responsible for paying the fines.

When an I-9 Form Must Be Completed/Who Must Be Verified

DHS Requirements
Key Point:
*An I-9 Form must be completed for every new employee hired after 6 November 1986. This applies to all new hires, including US citizens.

The only exceptions applicable to UW-Madison are for:
  * Individuals hired prior to 6 November 1986 who are continuing in their employment;
  * Independent contractors; and
  * Persons who provide labor who are employed by a contractor providing contract services.

DHS has further clarified that the following individuals are not considered to be “new hires” for I-9 purposes:
  * an employee who returns from an approved paid or unpaid leave of absence;
  * an employee who is promoted, demoted or gets a pay raise;
  * an employee who returns from a temporary layoff due to lack of work;
  * an employee who returns after a strike or other labor dispute; or
  * an employee who is reinstated after a wrongful discharge.

In all instances, the individual must have had a reasonable expectation of being able to resume employment.

**UW-Madison Positions**

**Positions that must be verified:**
  * all paid employees hired after 6 November 1986, including full-time, part-time, permanent, non-permanent, and student employees.

  * all employees who have terminated employment and, after a break in service (any period of actual resignation or termination), are rehired in either the same or a different position. If the employee is rehired within three years of having completed the original I-9 Form, the form can just be updated. See the “Updating” section of this manual.

  * all employees who transfer from another UW System institution to UW-Madison or from state government.

  * all employees who assume a new position in a different Department, unless their position is one of those listed below that do not need to be verified.

  * all employees of another UW System institution who provide services to UW-Madison and are actually put on UW-Madison’s payroll. However, if funds are transferred to the other institution under an Inter-Institutional Agreement (IIA), no I-9 Form is needed.

  * all retired annuitants who are rehired.

**Positions that do not need to be verified:**
  * employees who assume new positions due to a change in duties within the same Department with no break in service, such as:
- academic or classified staff who change to a new academic or classified staff position in the same Department with no break in service or;
- an LTE who takes a concurrent or immediately successive appointment in the same Department with no break in service.

* employees hired prior to 6 November 1986 who still are employed by the same Department.

* zero dollar appointments provided there is no funding responsibility.

* employees hired prior to 6 November 1986 whose employment has been temporarily interrupted due to an approved, paid or unpaid, leave of absence in which the employee at all times had a reasonable expectation of returning to work.

* employees assigned to a work site outside the US who perform no services within the US. However, if the employees come to the US to work, even for a brief period of time, verification must take place.

* independent contractors (see discussion below).

* individuals on a scholarship or fellowship with the following titles:
  - Postdoctoral Fellow—X10NN
  - Postdoctoral Trainee—X30NN
  - Graduate Intern Trainee—X75NN
  - Fellow—Y21NN
  - Scholar—Y22NN
  - Trainee—Y23NN
  - Advanced Opportunity Fellow—Y26NN
  - Research Assistant—Y41NN

* Because individuals in these positions are paid stipends, rather than wages, completion of the I-9 Form for individuals in a non-immigrant status with these titles could jeopardize their status.

What constitutes a break in service?
DHS specifically defines continuing employment as periods during which an employee is on an approved, paid or unpaid, leave of absence and has a reasonable expectation of continuing employment at all times. Therefore, an I-9 Form does not need to be completed upon the return from an approved leave of absence, even those who were hired prior to 6 November 1986 and have no I-9 Form on file. This includes minor breaks, such as a weekend between successive LTE appointments. However, if the person resigns or is terminated and there is a break in service, even for one day, a new I-9 Form must be completed (or the old one updated, if the rehire is within three years of the completion of the original I-9 Form – see “Updating” section for details) upon return to work.
The employment of employees in a non-immigrant status whose status expires prior to the filing of an extension of stay application to the DHS must be terminated; they may not be put on a leave of absence. Employees using an Employment Authorization Document (EAD) must have a new EAD before the old one expires; otherwise their employment must be terminated. (There are some instances in which an EAD may be automatically extended; see the “Receipts and Temporary Employment Authorization section for details.) Also, the employment of those who do not obtain DHS approval of a change of status prior to the expiration date of their prior status must be terminated. The employees must therefore complete a new I-9 Form upon returning to work, after receiving DHS approval of the extension of stay or change of status. For more detailed information, see the “Reverification” section.

Independent Contractors

Key Points:
* Independent contractors do not need to be verified.
* Independent contractors do not have an employer/employee relationship with the University, nor do they receive any fringe benefits or insurance.

While all employees need to be verified, independent contractors do not. DHS defines an employee as any person who “provides services or labor for an employer for wages or other remuneration.” DHS does not have a succinct definition of an independent contractor. Simply referring to a person as an independent contractor does not necessarily make it so; self-employed people are not always independent contractors according to DHS.

The key issue is the degree of control that the employer has over the manner in which the work is performed. Generally, an employment relationship exists if the employer directs and controls the individual in the way the work is performed, both as to final results and as to the details of when, where and how the work is done. The employer does not need to actually exercise the control; it simply must have the right to do so.

An independent contractor relationship exists if the employer does not control what work must be done or how the work must be done, only the result of the work. Independent contractors include individuals or entities that carry on independent business, contract to do a piece of work according to their own means and methods, and are subject to control only as to results.

With regard to academic activities, the UW System has developed criteria for determining if persons providing services for the UW System are employees or independent contractors. Some services provided by independent contractors represent special talents needed by the University on a temporary basis to fulfill its missions of instruction, research and public service. These specialized academic support services may be provided by an individual professional or by any business or organization that can provide the necessary talent. Other independent contractors may include:

- Speakers
- Guest lecturers
- Consultants
- Officials for athletic events; and
- Contest judges.
Independent contractors are not eligible for fringe benefits and are not covered by University liability insurance.

For additional information, see the University of Wisconsin System Personal Services Payments Document F31: http://www.uwsa.edu/fadmin/fppp/fppp31.htm.

**Procedures for Completing the I-9 Form**

**Timing**

**Key Points:**

Section 1

*On or before first day of employment, but after the date the position was offered.*

Section 2

*First day if employment is less than three days.
*Within three business days if employment is longer than three days.
*If the employee is not in Madison, the I-9 Form must still be completed within the required time frame.

The I-9 Form may be completed before employment begins, but it must be completed within three business days of the starting date. However, if the employment is for less than three days, the I-9 form must be completed on the first day of hire.

The I-9 Form should never be completed before the person is offered the position, because it contains information that could lead to discrimination charges.

It is permissible to complete the I-9 process after the person is hired but before employment begins, but the hiring unit must be consistent about when the process is completed for all employees. The best way to be consistent is to give all employees the choice of when to complete the process, either before the employment begins or within three business days of the hire date.

Section 1 should be completed no later than the first day of employment, and Section 2 should be completed by the third day of employment. Although the employee may complete Section 1 ahead of time, the actual verification must be done in person and original documents, not photocopies, must be presented. **The verification must be conducted in person, because the employer is required to verify the person’s identity and examine original documents.**

When the employee will not be working in Madison, or is not physically present in Madison on the start date, the I-9 process should still be completed within the required time frame. The Department should designate someone to complete the process on its behalf. The designated person does not need to be a UW-Madison employee, but does need to physically examine the original document(s), record the information on the I-9 Form and forward the original I-9 Form, with photocopies of the document(s), to the Department. Departments should make every effort to have the process completed within the required time frame. However, if that is not feasible in
very unusual cases, the I-9 Form should never be backdated to make it appear to have been completed at the appropriate time. A memo should be attached explaining the reason(s) why the deadlines were not met.

If the new hire is not a US Citizen, non-citizen national or permanent resident and is not in the US on the hire date, but payment begins before the person enters the US, the I-9 Form cannot be completed because the person would not have any immigration status. The I-9 Form should be completed as soon as the person enters the US, and an explanation of the delay in completing the I-9 Form should be attached.

Departmental Responsibilities at UW-Madison

Key Points:
* Designate and train one or more individuals in the I-9 process.
* Send a blank I-9 Form to all new hires.
* Complete the I-9 process within the appropriate time limit.
* Set up and maintain a filing system, including a tickler system for reverification.
* Pay fines, if any are assessed.

A blank I-9 Form, along with instructions and the acceptable document list should be sent to all new employees with the offer or appointment letter. The I-9 Form is available from Human Resources or it can be downloaded from the following website.


The I-9 Form may be photocopied, but the document list and instructions must be attached. It is acceptable, even advisable, to type in the Department information, using a complete street address, before photocopying, to avoid inadvertent omissions. The new hire should be instructed to complete the employee section (Section 1) on or before the first day of work, and present the form and appropriate documents upon reporting for work.

Each Department should designate one person who will have primary responsibility for completing the I-9 Forms. In the case of large Departments, more than one individual may be designated, but all should have adequate training in the I-9 process. On the first day of employment, the hiring Department should request the I-9 Form and documents from the new employee, and complete the verification process by attaching photocopies of the document(s) to the I-9 Form. This should not be done more than three business days after the start date of employment. The Department should set up a tickler system for those I-9 Forms that need to be reverified. See the “Document Retention” section below for details.

Each Department is responsible for ensuring that the entire I-9 process is conducted properly and in a timely manner. The employer is responsible for reviewing and ensuring that the employee fully and properly completes Section 1 of the I-9 Form. This includes ensuring that the employee fills in all the information, checks the appropriate box and signs and dates the form. Effective November 2007, employees are not required to put a Social Security Number in Section 1. An employee should not be put on payroll until the I-9 Form has been completely and properly filled in. Proper completion of the I-9 Form should not be taken lightly, as it is a sworn
statement on the part of both the employee that the information given is correct, and the employer that the documents have been examined and recorded on the I-9 Form.

NOTE: As detailed in the “Penalties” section, the employing Department is responsible for any fines levied upon the University for errors or omissions on the I-9 Forms in their Department or for failing to complete I-9 Forms.

Document Retention:
Key Points:
*Retain the completed I-9 Form and attached photocopies for three years after the hire date or one year after termination, whichever is later.
*Set up a filing system to facilitate updating, reverifying and disposing of outdated I-9 Forms.

A copy should be made of each document noted on the I-9 Form and the copies should be attached to the Form. The completed I-9 Form with photocopied documents attached should be retained by the hiring Department for all employees.

The I-9 Form and attached photocopies must be retained for three years after the hire date or one year after the termination date, whichever is later. The I-9 Form of a current employee should NEVER be discarded. The Forms should be kept in a separate file, or in the personnel file. If the I-9 Forms are kept in the personnel file instead of a separate one, they should be placed in a sealed envelope. There should be some way of identifying on the face of the envelope if and when the I-9 Form needs to be reverified. If someone other than the employee has a legitimate right to review the personnel file, the I-9 envelope should be removed and secured by the personnel representative. When the personnel file is returned, the personnel representative should return the sealed I-9 envelope to the file.

Departments should set up a filing system that works best for them, depending on the number of employees, rate of turnover, frequency of re-hires, etc. In any case, the system should facilitate identifying those I-9 Forms that will require reverification and the date by which it should be done, as well as when the I-9 Forms should be discarded. At least once a year, the I-9 Forms should be reviewed to identify those employees whose employment was terminated at least one year ago and whose hire date is more than three years ago. Those I-9 Forms should be destroyed (see the Flowchart for Destroying I-9 Forms in the front of this manual.)

Anti-Discrimination Provisions
Key Points:
*All employees should be treated exactly the same when completing the I-9 Form.
*No US Citizen only policy.
*Do not request specific documents.
*Offer all employees the option of completing the process prior to starting employment, or within three business days of the hire date.
*Do not make certain employees go to another location to do the I-9 Form.

The anti-discrimination provisions protect job applicants from the following:
1. National Origin Discrimination. An employer cannot refuse to hire anyone because
of the person’s place of birth, country of origin, ancestry, native language, accent, or
because the person is perceived as looking or sounding “foreign.” This applies to
anyone who is authorized to work in the US.

2. Document Abuse. An employer cannot refuse to accept certain documents, provided
they are acceptable documents for I-9 purposes, and may not demand to see certain
documents, provided the employee has presented acceptable documents. This applies
to anyone who is authorized to work in the US, and includes:
   a. Improperly requesting that employees produce more documents than are required
      by Form I-9 to establish the employee’s identity and employment authorization;
   b. Improperly requesting that employees present a particular document, such as a
      “green card,” to establish identity and/or employment authorization;
   c. Improperly rejecting documents that reasonably appear to be genuine and belong to
      the employee presenting them; and
   d. Improperly treating groups of applicants differently when completing Form I-9,
      such as requiring certain groups of employees who look or sound “foreign” to
      produce particular documents the employer does not require other employees to
      produce.

3. Citizenship Status Discrimination. An employer may not refuse to hire someone
based on their citizenship or immigration status in the US. This provision is more
limited than the national origin provision, since it only applies to those who are from
the Immigration Reform and Control Act (IRCA) “protected classes,” which are
   a. US Citizens and nationals;
   b. Lawful permanent residents;
   c. Lawful temporary residents;
   d. Refugees; and
   e. Asylees.

   The citizenship status discrimination protection does not extend to non-immigrants.
   Non-immigrants are individuals who enter the US with a visa that permits them to
   remain only temporarily in the country, such as B-2 tourists, F-1 students, J-1
   exchange visitors or H-1B temporary workers.

   It is illegal to have a “US Citizens only” policy. Employers may require US
citizenship only if a federal, state or local law, or a government contract requires it.

4. Retaliation. Retaliation occurs when an employer intimidates, threatens or otherwise
retaliates against an employee who has filed an immigration-related employment
complaint, or participated in an immigration-related employment discrimination
investigation.

Consistency is the key to complying with the anti-discrimination provisions of the law.
Department of Homeland Security instructions specifically state “employers cannot set different
employment eligibility verification standards or require different documents from different groups of employees.”

Employees can choose which documents they want to present from the lists of acceptable documents. An employer cannot request that an employee present more or different documents than are required or refuse to honor documents on the official list(s) which, on their face, reasonably appear to be genuine and to relate to the person presenting them. It is illegal to refuse to accept a document or to hire an individual simply because the person’s work authorization has an expiration date in the future.

Employers may complete the I-9 Form prior to the first day of work (but NEVER prior to making a job offer); however, this option must be offered consistently to everyone, and the employee must be able to choose the timing. A discrimination charge could be filed if some employees are verified at a different time in the process than others, unless they made the choice.

Also, certain individuals or groups of individuals should not be verified in a different place than everyone else. It is acceptable to process some in a different location, provided that all who are in the same situation are processed in the same location. For example, in a large department, there may be several individuals who process I-9 Forms. This is not a problem provided there is a consistency regarding who is processed in which location. Likewise, students may be verified at different locations during orientation than during the rest of the school year, and groups of students who will be working in a certain location can be verified at that location. The important issue is not to make the process more or less difficult for certain groups of individuals with the intent to discriminate.

I-9 Form Section by Section Analysis

SECTION 1
DO NOT LEAVE ANY REQUIRED SECTIONS BLANK

1. Make sure the employee has completed every part of Section 1 by the time employment begins. The address must be complete, including apartment number (if applicable) and zip code.

2. Check the Social Security Number to be sure it appears to be genuine. It should have nine digits and not begin with a 9. Effective November 2007, the employee is not required to provide a Social Security Number in Section 1, unless the employer is participating in E-Verify. UW-Madison does not participate in E-Verify at this time.

3. One of the four attestation boxes must be checked. If the third box is checked, the Alien number must be filled in. If the fourth box is checked, the Admission number must be filled in as well as the work authorization expiration date. The I-94 # is the same as the admission and departure number.

4. The employee should sign and date the form. The date should be the initial date of employment or earlier.

5. The preparer and/or translator certification should only be completed if the employee was unable to complete Section 1 without assistance from another individual. Simply
Key points:
* The employee should complete and sign Section 1 by the first day of employment.
* The employee should check one of the four attestation boxes.
* The employee who checks the fourth box should put an expiration date on the Form.
* Lawful permanent residents in possession of a Permanent Resident Card, Form I-551, never need to be reverified, even if the I-551 has an expiration date.
* The employer should ensure that all parts of Section 1 are properly completed. Fines can be imposed on the employer if Section 1 is not complete.

The employee should complete Section 1 on or before the first day of employment. **Every part must be completed, and one of the four attestation boxes MUST be checked.** The employee’s signature constitutes a sworn statement, under penalty of perjury, about the truth of the declaration made in the attestation box.

Previously, there was only one attestation regarding a person being a citizen or national of the United States. There now are two separate boxes for the employee to check. According to USCIS, “noncitizen nationals are persons born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.”

_The employer is responsible for reviewing Section 1 and ensuring that the employee has fully and properly completed it._ However, the employee is not required to present any documents to complete this section, so the employer cannot request to see the document(s) referenced in Section 1. Only if the employee presents the same document(s) for the completion of Section 2 can the employer verify that the information in Section 1 is correct. All employees who check box 4 must give an expiration date; however refugees, asylees, citizens of the Federated States of Micronesia and the Republic of the Marshall Islands can put “none” since their work authorization does not expire. This date, or the expiration date of a List A or List C document, whichever is earlier, is the one by which reverification takes place. _It is essential to ensure that all parts of Section 1 are completed (except maiden name or SSN, as applicable), even if it is not possible to determine the veracity of the statements made._

An Alien number is a number assigned to an individual, usually upon granting of permanent residence, or when a person has encountered serious immigration difficulties. All permanent residents have an A#. It is an eight or nine digit number preceded by a capital “A.” The admission number is an eleven digit number assigned to all non-immigrants who enter the US legally. It is written on their I-94 arrival/departure record, a document which every non-immigrant in the US should hold.

All new Resident Alien cards, (I-551, Permanent Resident Cards or green cards), have an expiration date that usually is ten years from the date the card was issued. Although the card will expire and need to be renewed, the underlying permanent resident status does not expire.
Therefore, if the employee checks box 2 as being a permanent resident, and gives an A# but lists an expiration date in Section 1, it is not necessary to reverify the employment eligibility.

If the employee is unable to complete Section 1 due to a handicap or English language difficulties, the employer, or another individual, may assist the employee. In addition, parents or guardians of children under the age of 18 may vouch for their identity, if they are unable to provide an acceptable List B document. In each case, the individual who assisted the employee should complete and sign the preparer/translator attestation, under penalty of perjury, of Section 1.

SECTION 2
DO NOT LEAVE ANY REQUIRED SECTIONS BLANK

1. For either List A or both List B and List C, enter the following:
   a. Document title, such as passport, I-551, I-94, etc.
   b. Issuing authority, such as the country that issued the passport or the DHS
2. Enter the expiration date of the document(s), if any.
3. Enter the employee’s hire date.
4. The employer’s signature must be an original, not a stamp.
5. Print out the employer’s name, title, and full business address. Do not put the campus address only; the street address must include the city, state and zip code. It is a good idea to type this information on a blank I-9 Form and make photocopies so no information is inadvertently omitted when completing the Form.
6. The date the employer signs the I-9 should be within three days of the hire date. However, I-9 Forms should never be backdated.

Key points:
*The employer should complete Section 2 within three days of the start date, unless employment is for less than three days, in which case, it should be done on the first day.
*The employer should examine original, not photocopied orfaxed, documents presented by the employee, make photocopies and attach them to the I-9 Form.
*List A documents establish both identify and employment eligibility. List B documents establish identity only. List C documents establish work authorization only. The employee should present either one document from List A OR one each from List B and List C.
*All documents must be unexpired.
*The employer may not specify which documents the employee can present; the employee can choose whatever ones meet the documentary requirements.
*The documents should appear to be genuine on their face; relate to the person presenting the documents; and be from the list of acceptable documents.
*Receipts in lieu of original documents are acceptable only under very limited circumstances. If a receipt is presented, the original document should be presented to the employer within 90 days, in most instances. (See table on page 24.) Receipts are not acceptable if employment is for less than three days. A receipt for a replacement document providing employment authorization is only acceptable if the underlying employment authorization is valid at the time the I-9 Form is completed.
*If the employee cannot present a document or receipt within the required time frame, employment must be terminated. This must be done consistently for all employees; no exceptions can be made for certain individuals or for certain types of positions.

*The employer should fully complete all parts of Section 2, sign and date the form. The required information from each document should be entered in Section 2, even though photocopies are attached.

*The employer should retain the I-9 Form and attached photocopies for three years from the date of hire or one year from the termination of employment, whichever is later.

The employer should complete Section 2 within three business days of the date employment begins. Employees are required to present original document(s) that establish identity and employment eligibility. List A documents establish both identity and employment eligibility. List B documents establish identity only. List C documents establish employment eligibility only.

The employee should present either one document from List A or one each from Lists B and C. The employer may not specify which documents the employee should present; the employee can choose whatever ones meet the documentary requirements. (See the “Acceptable Documents” section for details and samples of documents which meet I-9 Form requirements.) Even if the expiration date of the document does not match the expiration date of the employment authorization given in Section 1, the employer may not request a different document if the one presented meets the requirements. If the expiration dates of the documents in Section 1 and 2 are different, the discrepancy should be pointed out to the employee. However, if the employee refuses to change the expiration date in Section 1, the earlier expiration date should be used for reverification purposes.

All documents should be photocopied and attached to the I-9 Form. The employer should enter the required information from each document presented in the appropriate list and on the appropriate line, even though photocopies are attached. Only List A or Lists B and C should be completed, not all three. List B and/or C should not be completed in conjunction with List A. A document that does not appear on any of the lists may not be accepted. Effective 3 April 2009, all documents must be unexpired.

The start date of employment should be completed by the employer. The fact that UW-Madison is a state agency does not relieve us of this requirement. The date the Form is signed by the employer should be within three days of the start date. However, employers cannot back-date or otherwise falsely make the I-9 Form appear to be in compliance with IRCA.

The employer’s signature in Section 2 is a sworn statement. Under penalty of perjury, the employer is attesting to having reviewed the documents and determined that they appear to be genuine and to relate to the employee, is confirming the date employment began, and is asserting that the employee is eligible to be employed, to the best of his/her knowledge.

If the employee indicated an expiration date for work authorization in Section 1, but presents a photo ID and an unrestricted Social Security card, the employer must accept the documents and enter them into the appropriate lists. The employer will need to reverify the work authorization,
though, (see Section 3) unless the employee checked the “Lawful Permanent Resident” box in Section 1.

The employer should examine the original documents presented by the employee and fully complete Section 2 of the I-9 Form. The documents should:

a. Appear to be genuine on their face;
b. Relate to the person presenting them;
c. Be from the list of acceptable documents; and
d. Be unexpired.

Verify Documents are Genuine
Employers are not expected to be experts in evaluating the authenticity of documents, but rather should be alert to obvious signs of tampering with or forging of documents. Pages missing from a passport, erasures, type overs, and broken lamination over a photograph are some examples of tampering. Although the document should be compared to the samples in the Employer’s Handbook (included in the “Sample Document” section) and the other samples in this manual, there can be several variations of the same document, and a document should not be rejected simply because it looks somewhat different than the sample. Only obvious signs of tampering or fraud should lead to rejection of the document.

Verify Documents Relate to the Employee
To determine if the documents relate to the individual presenting them, the employer should compare the name on the document to that given in Section 1, and determine if any other identifying information on the document matches a visual comparison with the individual. If the name does not match but the employee has a reasonable explanation (marriage, divorce, etc.), a written explanation, done by the employee, should be attached to the I-9 form. However, if the document clearly does not match the individual, the employer should request a new document. Accepting a document that clearly does not match the employee could lead to fines levied against the employer for knowingly accepting a fraudulent document. In addition, any obvious discrepancies between the document and the information given in Section 1 should be questioned. For example, if the person checks the lawful permanent resident box but presents a US passport, the employer should give the employee the opportunity to correct the discrepancy. The employee should cross out the wrong information, add the correct information, initial and date the correction. The employer should not correct or edit anything in Section 1.

Verifying Documents are Acceptable
The documents should be compared to the DHS lists of acceptable documents. Only those documents specifically contained in the lists may be accepted, and the document(s) must be either from List A or one each from List B and List C. All documents with an expiration date must be unexpired on the date the I-9 is completed. Documents without an expiration date are considered to be unexpired.

Procedures
If satisfied with the document(s) presented by the employee, the employer should:
1. Record the title, issuing authority, number and expiration date, if any, of the
document(s) under the appropriate list;
2. Fill in the date of hire and correct information in the certification block; and
3. Sign and date the I-9 Form.

Although DHS regulations do not require employers to photocopy the documents, UW-Madison
policy does require that all documents be photocopied and attached to the I-9 Form. Copies of
documents can support a “good faith effort” defense in case of an audit. Please note that
photocopying the documents does not relieve the employer of the requirement to write all the
documentary information on the I-9 Form. All sections of the I-9 Form should be fully
completed, even though copies of the documents are attached. It is not permissible to put “see
attached” in Section 2 of the I-9 form.

The date employment began should be entered on the I-9 Form by the employer and it should be
the correct date. Even if the I-9 Form is being completed late, the proper hire date should be
entered. The employer’s signature must be an original, not a stamp. All of the information
boxes should be completed. It is permissible to type in the name, title and address information
ahead of time and make copies, if the same person in the Department always does the I-9 Forms,
but the signature and date sections should be left blank. In fact, it is recommended that this
information be typed on the I-9 Form to avoid incomplete address information, for which the
employer could be fined.

Special Situations for Individuals with “Duration of Status”
F-1 students and J-1 exchange visitors, as well as their F-2 and J-2 dependents, do not have an
expiration date on their I-94 card. Instead, it is marked “D/S” for duration of status. In these
cases, if they present their unexpired foreign passport and I-94, the employer will need to request
the I-20 or DS-2019 to obtain the expiration date. The I-94 expiration date should be given as
“D/S” under List A and the I-20 or DS-2019 expiration date should be written in the margin (see
example in Sample Document Section). However, if the F-1 or J-1 presents any other acceptable
combination of documents, such as a driver’s license and unrestricted social security card, the
employer should not request to see any other documents.

Receipts and Temporary Work Authorization Documents
If the employee is not able to produce acceptable documentation within the first three days of
employment, a receipt for an application for a document may be presented in lieu of the original
document. DHS permits the use of receipts only in these instances:
   1. A receipt for an application for a replacement of a lost, stolen or damaged
document;
   2. A temporary I-551 stamp with a photograph on a form I-94 or I-94A;
   3. A pre-printed temporary I-551 notation on a Machine Readable Immigrant Visa
(MRIV); and
   4. A refugee admission stamp on a form I-94.

If the employment is for less than three days, a receipt is not acceptable.
The receipt must be an actual document from the appropriate state or Federal agency showing that the employee has filed an application for a replacement document. A statement from a student that his/her parents are looking for the original birth certificate or a letter to the parents requesting the original social security card would not be adequate.

The employee must present the original document within 90 days, with certain exceptions (see charts below). If the employee is unable to present the required document, employment must be terminated. The employment must also be terminated if a receipt cannot be produced within three days. This must be done consistently for all employees, not just specific individuals or groups, nor can specific individuals or groups be exempt from termination. Contact the Dean’s office with any questions regarding termination procedures. Sample notification letters in the last section of this manual address this and other situations. In the case of an individual who presents a temporary I-551 stamp on a Form I-94 or a MRIV (#2 and #3 above), the original I-551 should be presented by the expiration date of the stamp, or if there is no expiration date, one year from the issue date.

<table>
<thead>
<tr>
<th>Receipt</th>
<th>Who may present this receipt?</th>
<th>Is this receipt proof of employment authorization and/or identity?</th>
<th>How long is this receipt valid?</th>
<th>What must the employee present at the end of the receipt validity period?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A receipt for a replacement of a lost, stolen, or damaged document</td>
<td>All employees</td>
<td>A receipt fulfills the verification requirements of the document for which the receipt was issued (can be List A, List B, or List C)</td>
<td>90 days from date of hire or, for reverification, the date employment authorization expires</td>
<td>The actual document for which the receipt was issued</td>
</tr>
<tr>
<td>The arrival portion of the Form I-94 or I-94A containing a Temporary I-551 stamp and photograph</td>
<td>Lawful Permanent Residents</td>
<td>Employment authorization and identity (List A)</td>
<td>Until the expiration date of the Temporary I-551 stamp or, if no expiration date, 1 year from date of issue</td>
<td>The actual Form I-551 (Permanent Resident Card, or green card)</td>
</tr>
<tr>
<td>The departure portion of Form I-94 or I-94A with an unexpired refugee admission stamp</td>
<td>Refugees</td>
<td>Employment authorization and identity (List A)</td>
<td>90 days from date of hire or, for reverification, the date employment authorization expires</td>
<td>An unexpired EAD (Form I-766) or a combination of a valid List B document and an unrestricted Social Security card</td>
</tr>
</tbody>
</table>

Chart prepared by USCIS

If the employee presents a receipt for an application for a document, the word “receipt” should be entered on the “document title” line. The receipt number, if any, should be entered on the “document #” line. The employee must present the original document within the appropriate amount of time, at which time the receipt information should be crossed out and the document information entered on the appropriate lines. The changes should be initialed and dated.

It is very important to note that the presentation of a receipt for a replacement document proving employment authorization is acceptable only if the underlying employment authorization is valid at the time of hire. The employee must have indicated in Section 1 that he/she is already eligible to be employed in the US. For example, an employee may present a
receipt for a replacement social security card, or a replacement for a currently valid Employment Authorization Document. However, presentation of a receipt for an application for a new grant of employment authorization is not acceptable for I-9 purposes, except as explained below.

There are certain instances in which employees may have unique or temporary employment authorization. See the table below for a summary. The two most common situations at UW-Madison arise when an I-797 receipt notices can be used for I-9 purposes. (See the “Sample Documents” section for examples of both a receipt and an approval notice.)

1. Employers who have filed with US Citizenship and Immigration Services (USCIS) a timely application for extension of stay with no changes in the terms of employment on behalf of certain employees may continue to legally employ that individual for a period of 240 days in the same capacity while the petition is pending. This provision only applies to individuals in H-1B, TN, or O-1 status. It does not apply to individuals in E-3 status. The employee will need to be reverified by the original expiration date of the work authorization. The Form I-797 receipt notice is sufficient documentation of the timely filing of an extension, and can be used as proof of work authorization as a List C document on the I-9 Form. The new expiration date is 240 days from the current expiration date. Once the extension has been approved, the employee will need to present proof of the new work authorization, usually in the form of an I-797 approval notice. The department should contact the employee at the end of the 240 day grace period for reverification, unless new proof of employment authorization has already been presented. See the fifth entry in the table below.

2. H-1Bs who have been working for an employer other than UW-Madison may benefit from what is called “portability.” Normally, an H-1B temporary worker cannot begin employment until USCIS has approved UW-Madison’s petition. However, if the individual already holds H-1B status with another employer, employment at UW-Madison may begin as soon as UW-Madison has received the I-797 receipt notice from USCIS. The expiration date is the date UW-Madison petitioned for on the I-129. If the approval notice has a different expiration date, the I-9 would need to be amended. See the second entry in the table below.

However, an H-1B who changes from one UW department to another may NOT benefit from portability, nor may one for whom an amended petition for changes in the terms and conditions of employment in the same department has been filed.

<table>
<thead>
<tr>
<th>Temporary Employment Authorization Document(s)</th>
<th>Who may present this document?</th>
<th>Is this document proof of employment authorization and/or identity?</th>
<th>How long is this document valid?</th>
</tr>
</thead>
<tbody>
<tr>
<td>An Employment Authorization Document (EAD) (Form I-766) that is expired on its face, but that has been automatically extended by a Federal Register notice. The Federal Register notice will describe, based on unique notations on the cards, which EADs</td>
<td>Individual with Temporary Protected Status (TPS) who qualifies for automatic extension of employment authorized status as announced in the Federal Register notice</td>
<td>Employment authorization and identity (List A)</td>
<td>Validity period is the period stated in the Federal Register notice</td>
</tr>
</tbody>
</table>
have been automatically extended. (To minimize confusion over this extension at the time of hire or reverification, qualified individuals may present a copy of the applicable Federal Register notice regarding the auto-extension of employment authorized status.)

A foreign passport, a Form I-94 or I-94A indicating H-1B nonimmigrant status, and Form I-797 indicating USCIS’ receipt of the H-1B petition

H-1B nonimmigrant who is changing employers and is authorized to begin working for the new employer at the time the new employer files a petition on his or her behalf Employment authorization and identity (List A) Until the date of USCIS’ written decision

An expired EAD (Form I-766 issued for post-completion Optional Practical Training (OPT) issued under category (c)(3)(i)(B) or the 17-month OPT STEM extension issued under category (c)(3)(ii)(C)) combined with a Form I-20 endorsed by the F-1 student’s DSO and the USCIS receipt notice (Form I-797), showing receipt of the H-1B petition

F-1 student whose employment authorization has been automatically extended under the “cap gap” until his or her employment start date as an H-1B nonimmigrant Employment authorization and identity (List A) Until September 30 of each year, or until the H-1B petition is rejected, denied, or withdrawn

If the student presented a Form I-20 without a receipt notice, the employer must reverify upon the expiration date noted on the Form I-20 (but not later than September 30 of each year)

An expired EAD (Form I-766 issued for post-completion OPT, issued under category (c)(3)(i)(B)), combined with a Form I-20 endorsed by the F-1 student’s DSO recommending the STEM extension and the USCIS receipt notice (Form I-797) showing timely filing of the STEM extension application

F-1 student whose employment authorization has been automatically extended until his or her OPT STEM extension is adjudicated Employment authorization and identity (List A) Until the date of USCIS’ written decision, but not to exceed 180 days beginning on the date of EAD expiration

A foreign passport, an expired Form I-94 or I-94A indicating employment authorized nonimmigrant status, and a USCIS receipt notice (Form I-797) indicating a timely filed application for an extension of stay

Nonimmigrant* whose status has expired but who timely filed an application for an extension of status Employment authorization and identity (List A) Authorized to continue employment with the same employer until the date of USCIS’ written decision, but not to exceed 240 days beginning on the date of Form I-94 or I-94A expiration

A valid Form I-94 or I-94A with an asylee approval stamp stating “asylum,” “granted indefinitely,” or the appropriate provision of law (274a.12(a)(5) or INA 208).

Asylee Employment authorization (List C) This document does not expire
SECTION 3
DO NOT LEAVE ANY REQUIRED SECTIONS BLANK

Note: At UW-Madison, this section should only be completed for employees who have work authorization with no expiration date who are being re-hired within the same Department after a break in service, and whose original I-9 Form was completed in the past three years. A new I-9 Form should be completed for anyone who has work authorization with an expiration date, or who is rehired three or more years after the original I-9 Form was completed. Note: a name change does not trigger the need to update an I-9 Form.

1. Enter the date of rehire.
2. The employer’s signature must be an original, not a stamp.
3. The date should be within three days of the date of rehire. However, I-9 Forms should never be backdated.

KEY POINTS:
*Update when an employee is rehired after a break in service of any duration.
*Reverify when the employee’s work authorization has an expiration date.
*The February 2009 version of the I-9 Form must be used for updating and reverification.
*Complete an entirely new I-9 Form when an employee is rehired more than three years after completion of the original I-9 Form. The February 2009 version must be used.

Updating and Reverification
There are two instances when the I-9 Form must be updated or reverified:

1. Each time an employee is rehired after a break in service of any period (except for approved leaves of absence, as described in the section on when an I-9 Form must be completed), the I-9 Form must be updated to be sure that the employee is still authorized to be employed within the Department. If the employee is rehired by a different Department, a new I-9 Form should be completed since each Department is considered to be a separate employer.

2. Whenever the employee indicates an expiration date for work authorization in Section 1, or the List A or List C employment eligibility document has an expiration date, reverification must take place to ensure that a new grant of work authorization has been obtained. In both instances, reverification of identity is not necessary, only reverification of employment eligibility is necessary.
Anyone who is rehired more than three years after the completion date of the original I-9 Form must complete an entirely new form, verifying both identity and employment eligibility. The February 2009 version must be used.

US citizens and permanent residents who hold a Resident Alien Card, Form I-551, never need to be reverified, even though the I-551 has an expiration date, since their employment authorization does not expire. Their I-9 Form may need to be updated if they are rehired within three years of completing the original I-9 Form, or a new one will need to be completed if they are rehired more than three years after completing the prior form. The only exception to this rule is when a permanent resident was verified after being granted permanent residence but before actually receiving the I-551. See the “Receipts” section above.

A new I-9 Form should be completed whenever a former employee is rehired after any break in service either if there is no I-9 Form or if the prior I-9 Form was completed more than three years prior to the rehire.

Whenever an employee changes from one Department to another, a new I-9 Form should be completed, because the hiring Department is considered to be the employer.

**Updating:** When an Employee is Rehired

**Updating must be completed on the February 2009 version of the I-9 Form.** If an earlier version for the I-9 Form was used for the initial verification, the updating must be completed on a new form. The new I-9 Form should be attached to the original one.

The employer should update the I-9 Form when the employee:
* checked Box 1, 2 or 3 in Section 1 and
* has a break in service and
* is rehired within three years of the date the original I-9 Form was completed.

To update, the employer should:
* record the date of rehire on the original I-9 Form in Section 3;
* sign and date Section 3 within three days of the rehire; and
* refile the I-9 Form accordingly.

If Section 3 has already been used, the employee’s name should be entered in Section 1 of a February 2009 version of the I-9 Form, the above process should be completed on the new form, and it should be attached to the old one.

The full verification process must be followed for those employees who are rehired after a break in service and whose original I-9 Form was completed more than three years before the date of rehire.

**Reverification:** When Work Authorization has an Expiration Date

**Key Points:**
* All employees whose work authorization has an expiration date should be reverified.
*The employer should notify the employee at least 120 days prior to the expiration date of the need to reverify.
*The employer should accept any document(s) which the employee presents that meet the verification requirements, and the employer cannot request any specific documents.
*If the employee cannot produce valid proof of employment eligibility by the expiration date of the original work authorization, the employment must be terminated.

**Reverification Procedures**

When the work authorization is going to expire and the person is continuing employment in the same Department, the employer should do the following:

1. Notify the employee in writing 120 days prior to the expiration date that the work authorization will expire on the specific date, and that re-verification of employment eligibility will need to be done on or before that date. (See “Sample Letter” section);
2. Provide the employee with a new I-9 Form to complete Section 1;
3. Examine the original documents presented and complete Section 2, listing documents in either List A or C (but not B) on or before the expiration date of the original grant of work authorization; and
4. Make copies of the document and attach everything to the original I-9 Form and refile accordingly.

The employer must accept any document(s) which the employee presents that meet the verification requirements, and cannot request any specific document. However, if the employee presents a Social Security card with the notation “valid for employment only with DHS authorization,” the employee must present proof of the DHS authorization.

The employee may use a different employment authorization document for re-verification than the one presented for the original I-9 Form. If the document meets the documentary requirements, the employer cannot request one similar to the original one. If the employee presents an unrestricted Social Security card, no further re-verification is necessary. To do so could subject the employer to anti-discrimination sanctions.

Employers can get caught between potential employer sanctions and anti-discrimination violations during the re-verification process. For example, if the employee originally presented an I-797 Form approval of an H-1B application filed by UW-Madison but has not done anything through the Department to extend the validity of the H-1B, the employing Department may suspect that the employee is out of status. This is known as “constructive knowledge.” If DHS determines that the employee was not authorized to be employed, it could fine the University for knowingly continuing to employ an unauthorized individual. However, at the time of re-verification, if the employee presents an unrestricted Social Security card, the employer may not request additional documentation. The employee may have obtained lawful permanent residence through some means other than UW-Madison sponsorship and, therefore, be a “protected individual” for anti-discrimination purposes. Because constructive knowledge can be difficult to prove, employers are better off not requesting additional documentation if the document presented meets the I-9 re-verification requirements.
If new employment authorization has not been granted by DHS, the employment must be terminated. A leave of absence is not appropriate, as DHS considers an approved leave of absence to be continuing employment. Employees should be notified to initiate the process of applying for an extension of stay or new employment authorization at least 120 days prior to the expiration date of the original authorization. It is the employing Department’s responsibility to reverify employment eligibility by the expiration date of the original work authorization. The Department should establish a tickler system to alert employees 120 days in advance of the need to file an extension.

Provided a timely extension of stay with no changes in the conditions of employment is filed by the Department with DHS, certain employees may continue working for up to 240 days after the expiration date of the original approval notice. See the "Receipt and Temporary Work Authorization" section for details.

In most instances, employees who indicate they are permanent residents do not need to be reverified. However, there is one exception. If the employee has been approved for permanent residence at the time of completing the I-9 Form but has not yet received the Resident Alien card (I-551), there will be a stamp either in the passport, on an I-94 card, or noted in an MRIV which reads “processed for I-551, temporary evidence of lawful admission for permanent residence, valid until (date), employment authorized.” DHS considers this admission to be temporary and the employer must reverify that the individual has been granted permanent residence, i.e., has received the I-551, by the date on the passport or the I-94, or if there is no expiration date, within one year from the issuance date.

The employer should always reverify employment eligibility when the employee checked Box 4 in Section 1 and has work authorization with an expiration date and/or presents a work authorization document for Section 2 that has an expiration date. The vast majority of individuals who are not US citizens, non-citizen nationals or permanent residents will have work authorization that has an expiration date. The expiration date will appear on the I-94, I-797, I-20 or DS-2019 (see sample documents for examples). **Reverification must take place on or before the original expiration date.**

Although DHS permits re verification in certain instances to be noted in Section 3 of the original I-9 Form, UW-Madison requires that a new I-9 Form be completed for re verification of all employees who checked Box 4 in Section 1 of the original I-9 Form and/or who presented a document with an expiration date for Section 2. However, identity documents do not need to be, and should not be, presented again, since the employee’s identity was already verified.

**When an Employee Who Checked Box Four is Rehired after a Break in Service**
Whenever an employee who checked Box 4 on the original I-9 Form is being rehired after a break in service, a new I-9 Form must be completed. The above procedure, omitting Step 1, can be followed for those who are rehired within three years of completing the original I-9 Form.

**Updating of TA/PA and C basis appointments.**
According to DHS regulations, updating is not required if the individual is employed on “a continuing basis and has a reasonable expectation of employment at all times.” Therefore,
updating is not required for TA/PA appointments if the appointment is in the same Department and there is no break in service; that is, if the appointment was renewed prior to its termination and the employee resumed work in the immediately following semester.

Similarly, “C” basis employees do not need to be updated if the appointment is in the same Department and the person is on the payroll on the last day of the spring semester and starts again on the first day of the fall semester of the same year.

If the employee does not resume work in the immediately following semester, the I-9 Form should be updated upon being rehired, provided the original I-9 Form was completed within three years of the rehire. If the original I-9 Form was done more than three years earlier, a new I-9 Form must be prepared.

When the employee checks the box indicating being either a US citizen, non-citizen national or permanent resident, updating can be done with the original I-9 Form in Section 3 (provided the section has not been used already, in which case, a new I-9 Form would be necessary.) If the fourth box was checked and/or a document with an expiration date was presented for Section 2, a new I-9 Form would be needed to reverify employment eligibility.

Acceptable Documents

Key Points:
*All documents presented must be originals, not photocopies.
*Employees should present either one document from List A or one each from Lists B & C.
*Documents not on the lists will not be accepted.
*All documents must be unexpired.

The following pages contain the official lists of documents that are acceptable for verification of identity and employment eligibility. This section gives the official DHS Lists A, B, and C. In the Appendix are sample documents from DHS, as well as copies of the documents most commonly presented by non-immigrants who have been granted employment authorization by DHS. There are many different versions of some documents, so this should not be considered to be an exhaustive set of sample documents. A document should not be rejected simply because it is not exactly like the sample. Documents should only be rejected for obvious signs of tampering, such as erasures, typeovers, or fraud.

Expired documents

Effective 3 April 2009, no documents may be expired. Previously, certain List A and B documents could be expired; that is no longer the case.

Unexpired foreign passport with attached I-94 showing employment authorization
List A includes an unexpired foreign passport with attached DHS Form I-94 indicating the individual holds a status that permits employment for a specific employer incident to status. The most common such statuses seen at UW-Madison are F-1, J-1, E-3, H-1B, O-1, and TN. In many cases, another document such as the I-20, I-797 or DS-2019 must be presented in addition to the I-94. These documents can be considered as List C documents and should be accompanied by a List B document to verify identity, since the foreign passport is not a List B
document. Otherwise, the information from the document can be entered in the margin next to List A, where the information about the unexpired foreign passport and I-94 has been entered.

Social Security Cards
Social Security cards may not be laminated, if it is stated on the back that the card may not be laminated, and are not acceptable I-9 documents, if laminated. All valid Social Security numbers have nine digits. A number that begins with a “9” is not a valid Social Security number.

A Social Security card marked “not for valid employment” cannot be used as a List C document. Some cards are marked “valid for work authorization only with DHS authorization.” This type of Social Security card may be accepted only if it is presented along with an unexpired DHS document showing work authorization, such as an I-797 Approval Notice on which UW-Madison is listed as the petitioner/employer. This is the only situation in which an employer may require the employee to present a DHS issued work authorization document. Both documents would be entered under List C. Additional lines can be added to enter the DHS document’s information. The employee must present the Social Security Card, not a print out from the Social Security Administration.

All documents must be originals, not photocopies. The only exception to this is a certified copy of a birth certificate.

Immigration terminology
In order to be able to complete the I-9 Form correctly, it is helpful to have a basic understanding of certain terminology and documents, as well as the various immigration statuses that are most commonly seen at UW-Madison.

The terms “visa” and “immigration status” are often used interchangeably, but they actually have very different meanings. A visa is a stamp that is placed in a person’s passport at a US Consulate outside the US. The Department of State is responsible for issuing visas. The visa is a permit to apply for entry into the US during a particular period of time. All visas are machine readable documents that are laminated in the passport and give the date of issuance, status, number of entries and period of validity, as well as personal identification information about the passport holder.

Immigration status is conferred by a DHS inspector at the port of entry into the US and is recorded on the I-94 card which is stapled into the passport. The status of an individual governs permissible activities and duration of legal stay. An individual must maintain a legal status at all times while in the US. The person can change from one non-immigrant status to another, even though the visa in the passport might still be valid and lists another status. A new visa from a US Consulate would be necessary if the person were to leave the US and wish to re-enter in the new status.

An individual’s immigration status is what determines employment eligibility, not the visa. A visa can expire the same day the person enters the US, as it is only an entry permit, like a ticket to a movie theater. The visa is not to be used for I-9 purposes, except a Machine Readable Immigrant Visa with an I-551 notation.
The “alien number, or A#” and the “I-94 arrival/departure number (or admission number)” are also frequently confused. The Alien number is a number assigned by DHS to an individual, usually upon granting of permanent residence, or when a person has encountered serious immigration difficulties. All permanent residents have an “A” number. It is an eight or nine digit number preceded by a capital “A” and appears on Form I-551 of permanent residents.

The I-94 arrival/departure number or admission number is assigned to all non-immigrants who enter the US legally. It appears in the upper left hand corner of the I-94 card, which all non-immigrants should hold, and always consists of eleven digits. See the “Sample Documents” section for examples of a visa and DHS documents.

**Official DHS Lists of Acceptable Documents**

**List A Documents that Establish Both Identity and Employment Eligibility**

1. US Passport or US Passport Card
2. Alien Registration Receipt Card or Permanent Resident Card (Form I-551)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
4. Employment Authorization Document issued by DHS which contains a photograph, Form I-766
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with a Form I-94 or Form I-94A, and containing an endorsement of the alien’s nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
6. Passports 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.

**List B Documents that Establish Identity**

1. Driver’s license or ID card issued by a state or outlying territory of the US, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address
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
3. School ID with photograph
4. Voter registration card
5. US military card or draft record
6. Military dependent’s ID card
7. US Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver’s license issued by a Canadian government authority
For persons under age 18 who are unable to present a document listed above:
10. School record or report card
11. Clinic, doctor or hospital record
12. Day care or nursery school record

List C Documents that Establish Employment Eligibility
1. US 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 DS-1350).
4. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying territory of the US bearing an official seal
5. Native American tribal document
6. US Citizen ID card (Form I-197)
7. ID Card for use of Resident Citizen in the US (Form I-179)
8. Employment authorization document issued by DHS (other than those listed under List A)

Most Common Immigration Statuses at UW-Madison and DHS Documents Which Demonstrate that Status

Note: For more detailed information on immigration status, types of payments that can be made and tax issues, see the handbook “Payments to Foreign Nationals” on the web at http://www.bussvc.wisc.edu/acct/tax/foreign/acimmtax.html

There are samples of the DHS documents described in this section, accompanied by a properly completed I-9 Form, in the Sample Documents and Properly Completed I-9 sections.

Immigrants
The term immigrant, permanent resident and “green card” holder all mean the same thing; the person may stay in the US permanently. They enjoy many of the rights and privileges of US citizens and are eligible to work anywhere, with a few exceptions, such as in certain government positions. Permanent residents may remain in the US for an indefinite period of time with no need to extend their stay.

I-551 Permanent Resident Card
The I-551 is proof that a person has been granted “lawful permanent residence” by the DHS. It is known as the Resident Alien Card, the Permanent Resident Card or the “green card.” The current version is no longer green, but the name has stuck. There have been many different versions of the I-551 over the years, so perfectly valid green cards may not look exactly like the sample. The old green card, the I-151, is no longer a valid document for I-9 purposes.

Newly admitted permanent residents do not get their I-551 Form immediately. Instead, they are given a “processed for I-551” stamp in their passports, on an I-94 card, or on an MRIV which indicates that their permanent resident petition has been approved, and they
may be employed like any other permanent residents. The stamp, though, is temporary and permanent residents who present a stamp must be reverified by the expiration date on the stamp.

DHS is now issuing the I-551 for a period of ten years. However, the underlying permanent residence does not expire, so a person who presents a valid I-551 Form does not need to be reverified when the card expires. An expired I-551 Form is not acceptable for initial verification, though.

**Non-immigrants**

Non-immigrants are individuals who enter the US with a visa that permits them to remain only temporarily in the country, such as B-2 tourists, F-1 students, J-1 exchange visitors or H-1B temporary workers. All non-immigrants who have been properly admitted to the US by a DHS officer will have an I-94 card.

**I-94 Arrival/Departure Card**

The I-94 arrival/departure card is a small card (usually white, except for those who enter on a visa waiver, in which case it is green) given by DHS to all non-immigrants who enter the US. DHS keeps the arrival portion and gives the departure portion to the non-immigrant. The card is a record of the person’s status, and indicates where and on what date the person entered, and until what date the stay has been authorized by DHS. The “departure number” in the upper left corner of the card is known as the I-94 number or the admission number. This number is not the same as the “alien number,” which is described in the I-9 Form Section by Section Analysis, Section 1. It may have an actual expiration date, or in the case of F-1s and J-1s, it will be marked “D/S” for duration of status. An I-94 is also incorporated into the bottom of the I-797 Notice of Approval (see below) given to certain non-immigrants who are granted an extension of stay or change of status by DHS.

An I-94 is also given to refugees admitted to the US to escape persecution in their home country. It is a record of their status during their first year here, after which they can apply for permanent residence. A refugee’s I-94 may be noted with immediate employment authorization, but they must obtain an employment authorization document (EAD) within 90 days of hire, or the date the work authorization expires (see Receipts and Temporary Work Authorization section).

**J-1 Exchange Visitors**

The Exchange Visitor program is for the purpose of educational exchange. There are several categories of exchange visitor, but the ones most frequently seen at UW-Madison are professor, researcher and short term scholar, as well as students, as described below. J-1s may only work at the institution that issued the DS-2019, also known as the program sponsor, or at another institution if they have been given written authorization by the Exchange Visitor Program sponsor. The work must be in the field listed in Section 4 on the DS-2019. Most J-1s at UW-Madison will have a DS-2019 issued by UW-Madison. If the DS-2019 is issued by another sponsor, the J-1 must have authorization to work here, either written on the DS-2019 or on letterhead from the sponsor.
DS-2019
The DS-2019 is issued by the Exchange Visitor Program sponsor authorized by the Department of State to bring individuals to the US as Exchange Visitors. The program sponsor is listed in Section 2 of the form. At the port of entry, the DHS officer endorses the DS-2019 and returns it to the Exchange Visitor, which is the person’s proof of valid J-1 status, along with the I-94. The DS-2019 is valid through the end date given in Section 3 of the form. In order for the person to be paid, UW-Madison must be listed as the source of support in Section 5, or the exchange visitor must have a letter from the program sponsor authorizing work at UW-Madison.

J-2 Dependents
J-2 dependents, such as the spouse or child of the J-1 Exchange Visitor, may be employed in the US if they are granted employment authorization by DHS. They may be employed in any capacity for which they are qualified. If the position they will occupy requires a license, they must hold the appropriate license. J-2s must obtain an EAD before accepting any employment.

(See description of the EAD below.)

F-1 and J-1 Students
Students who are enrolled in a full time course of study at UW-Madison are generally in either F-1 or J-1 status. These students may work up to 20 hours a week on campus (full time during vacation times), including any combination of graduate assistantships, (TA and PA) and student hourly work. Teaching, research, project and program assistantships are considered to be part of the academic program and are usually listed on the student’s I-20 (F-1) or DS-2019 (J-1) as a source of financial support. This type of employment does not require any additional authorization from the office of International Student Services (ISS). F-1 students may engage in student hourly work without any special authorization, whereas J-1 students must have the written authorization of the Exchange Visitor Program sponsor. Students are also eligible for work that is relevant to their degree program, called practical training (F-1) or academic training (J-1). F-1 students must have an employment authorization document (EAD, see description below) issued by DHS prior to beginning their practical training. J-1s must have a letter of authorization from their Exchange Visitor Program sponsor before working. For both F-1 and J-1 students, the training must be in the field of study listed on the I-20 or DS-2019, or in a closely related field.

I-20
An I-20 is issued by schools and universities to allow students to enter the US to study at that particular institution. The form gives details about the school, the student and the program of study. The expiration date appears in Section 5 of the form. Special notations, including recommendations for practical training, appear on the back.

H-1B Temporary Worker
The H-1B is strictly a working status, with no underlying educational component like the J-1. The H-1B is for professional level positions which require at least a Bachelor’s degree in a specific field, and the individual must hold that degree. H-1B employment is employer specific.
The employer files the petition with DHS, not the employee. At UW-Madison, each Department is considered to be a separate employer. The employee’s I-94 and the I-797 listing UW-Madison as the employer are evidence of employment eligibility.

**I-797 Form**
This form has two main purposes; it can be issued as a receipt for a petition filed with DHS, and it also can be used as a notice of approval of a petition, such as an extension of stay or a change of non-immigrant status. The I-797 Form can be used in conjunction with the I-94 to verify a non-immigrant’s employment eligibility. *It is important to distinguish between a receipt notice and an approval notice, which is indicated in the upper right section of the form.* A receipt notice cannot be used for I-9 purposes, unless it is used as documentation of a timely filed application for extension of stay with no changes from the previous petition or for H-1B portability (see “Receipt” section for details). An approval notice can be used for I-9 purposes as a List C document, or as a List A document along with an unexpired foreign passport with attached I-94. For individuals in H-1B status, UW-Madison must be listed in the upper right corner of the I-797 Form, and the employing Department must have been the petitioner. The specific Department name is not listed on the I-797.

**E-3 for Australians**
The E-3 is a new visa category for Australian nationals who will perform services in the US in a specialty occupation. The definition of a specialty occupation is the same as for H-1Bs: “an occupation that requires (A) theoretical and practical application of a body of highly specialized knowledge, and (B) attainment of a bachelor’s or higher degree in the specific specialty (or its equivalent) as a minimum for entry into the occupation in the United States.

The I-94 is documentation of the E-3’s status upon initial entry. E-3s who have received an extension of stay while within the US will have an I-797 approval notice to document the extension of stay. (See descriptions of I-94 and I-797 above).

**TN Trade NAFTA**
The North American Free Trade Agreement (NAFTA) created a non-immigrant category for Canadian and Mexican professionals to enter the US and work. Like the H-1B, it is for professional positions, and the TN approval is employer specific. The TN should have entered the US based on a UW-Madison job offer, and UW-Madison should be noted on the TN’s I-94 card. The I-94 is evidence of employment eligibility. TNs are admitted for a period of up to three years, and they can extend their stay for an indefinite period of time, either by leaving the US and re-entering with a new I-94 or by filing a petition with DHS to obtain an I-797.

(See description of I-94 and I-797 above).

**EAD**
The employment authorization document, Form I-766 or EAD, is a laminated card with a photograph of the card holder which permits the person to be employed in the US. It is a valid List A document, provided the expiration date on the front has not passed. The EAD is issued to a wide range of individuals, including but not limited to, J-2 dependents, F-1 students on
Optional Practical Training, and applicants for permanent residence who have reached a certain point in the process. Except where noted elsewhere in this manual, the EAD permits any employment for which the individual is qualified. EADs are issued for a limited period of time and are only valid through the expiration date on the card, with some limited exceptions (see Temporary Employment Authorization chart).

B-1/B-2 (WB/WT)
B-1 visitors for business (or WB for those who enter on a visa waiver) and B-2 visitors for tourism (or WT for those who enter on a visa waiver) are not eligible to be employed under any circumstances in the US. B-1/WBs may be reimbursed for travel and living expenses, and under certain circumstances, they may receive an honorarium. See the IFSS web site under B Visitors: [http://www.ohr.wisc.edu/ifss/imminfo/index.htm](http://www.ohr.wisc.edu/ifss/imminfo/index.htm). The I-94 is the only documentation of their status. A copy of the I-94 should be attached to any request for expense reimbursement or honorarium payment for B-1s. *An I-9 should never be completed for a person in B-1 or B-2 status.*

Refugees
Refugees are admitted to the US for a one year period with just an I-94 card. At the end of the year, they can apply for an I-551, Permanent Resident Card. The stamp in the upper right part of the I-94 indicates the section of the Immigration and Nationality Act under which they were admitted. Once they obtain an EAD, they may be employed in any position for which they are qualified. In some instances, their I-94 may be noted with immediate employment authorization. (See description of I-94 and EAD above).
Quick Reference Guide for Certain Non-immigrants with Work Authorization

The following is a list of documents that a non-immigrant may present for completion of the I-9 Form. Keep in mind that the employer may not, under any circumstances, request specific documents. The employee is free to present any document or combination of documents that meet the I-9 requirements. This list is designed to help you recognize the documents that most commonly are presented by individuals in a particular immigration status. There is a sample of all of the listed documents in the “Sample Documents” Section, as well as sample completed I-9 Forms for many of the non-immigrant statuses.

New employee’s status: **UW-Madison F-1 student**
Type of employment: Part time on campus employment (May be full time during breaks)
Documentation:
List A
*Unexpired foreign passport
*I-20 issued by UW-Madison
*I-94 showing F-1 status for D/S

New employee’s status: **F-1 student at UW-Madison or another school**
Type of employment: Part time or full time employment for optional practical training (OPT)
Documentation: 
List A
*EAD, I-766 Form, issued by DHS

New employee’s status: **F-1 student at UW-Madison or another school**
Type of employment: Part time or full time employment for curricular practical training (CPT)
Documentation:  
List A
*Unexpired foreign passport
*I-20 issued by the student’s school with CPT authorization written on the back by the school’s foreign student advisor
*I-94 showing F-1 status for D/S

New employee’s status: **F-1 student at another school**
Type of employment: Part time employment for economic hardship
Documentation: 
List A
*EAD form I-766 issued by DHS

New employee’s status: **J-1 student at UW-Madison**
Type of employment: Part time on campus employment (may be full time during breaks)
Documentation: 
List A
*Unexpired foreign passport
*Copy of DS-2019 issued by UW-Madison or another sponsor
*I-94 showing J-1 status for D/S
<table>
<thead>
<tr>
<th>New employee’s status</th>
<th>Type of employment</th>
<th>Documentation</th>
</tr>
</thead>
</table>
| **J-1 student at another school** | Part time employment for unforeseen financial need | *Unexpired foreign passport  
*Copy of DS-2019  
*I-94 showing J-1 status for D/S  
*Written Authorization from the sponsor for employment at UW-Madison |
| **J-1 student at UW-Madison or another school, recent graduate** | J-1 Academic Training | *Unexpired foreign passport  
*Copy of DS-2019  
*I-94 showing J-1 status for D/S  
*Written Authorization from the sponsor for employment at UW-Madison |
| **J-1 Professor, Research Scholar or Short Term Scholar** | Teaching or research at UW-Madison, in department indicated | *Unexpired foreign passport  
*Copy of DS-2019 issued by or naming UW-Madison  
*I-94 showing J-1 status for D/S |
| **J-2 dependent of J-1** | Full or part time in any capacity | *EAD form I-766 issued by DHS |
| **H-1B or O-1 for whom UW-Madison petitioned** | Must correspond to UW-Madison’s petition approved by DHS | *Unexpired foreign passport  
*I-94 showing H-1B or O-1 status and future expiration date  
*I-797 Approval Notice showing UW-Madison as petitioner  
Lists B and C  
*any List B document; and  
*unexpired I-797 Approval Notice of H-1B or O-1 status issued to UW-Madison |
New employee’s status:  **TN from Canada or Mexico**
Type of employment:  Must correspond to UW-Madison’s offer letter
Documentation:
**List A**
*Unexpired Canadian or Mexican passport
*I-94 showing TN status and UW-Madison as employer

**Lists B and C**
*Canadian drivers license, UW photo ID, or other List B document; and
*unexpired I-94 card showing UW-Madison as employer
Suggestions for How to Complete the I-9 Form for Certain Non-Immigrants

F-1 Students and J-1 Exchange Visitors
1. Write the required information from the passport in the first document section on List A.
2. Write the required information from the I-94 Form in the second document section on List A. The I-94 should say the person was admitted until “D/S” meaning duration of status. Put “D/S” on the line for the date. Since an expiration date must be included, you will need to see the F-1’s I-20 or the J-1’s DS-2019. The expiration date of the I-20 is in Section 5 and the DS-2019 is in Section 3. Write the date in the margin next to List A. See sample completed I-9 labeled “J-1 Scholar with D/S.”
3. Check to be sure the expiration date and the I-94 number are the same as what the employee wrote in Section 1.

J-2 Dependents of Exchange Visitors
1. Write the required information from Employment Authorization Document, DHS, I-766 Form in the first document section on List A. See sample “Non-immigrant with EAD.”

TN Trade NAFTA
1. If the employee presented a Canadian or Mexican passport with attached I-94, write the required passport information in the first document section on List A.
2. Write the required information from the I-94 in the second document section on List A. UW-Madison should be written on the back of the I-94 as the employer, so both sides of the I-94 should be photocopied or
3. If the employee presented a photo ID that is a valid List B document, enter the required information in List B.
4. The I-94 is a valid List C #7 document, so the required information should be written on List C. Photocopy both sides. See sample “TN.”

H-1B Temporary Workers and O-1 Aliens of Extraordinary Ability
1. If the employee presented a passport with attached I-94, write the required passport information in the first document section on List A.
2. Write the required information from the I-94 in the second document section on List A. See sample “H-1B with I-797/I-94.”
3. Since the I-94 usually does not list UW-Madison as the employer, a copy of the DHS I-797 Approval Notice should also be attached. Write the RECEIPT number (upper left corner) in the margin next to List A or
4. If the employee presented a photo ID that is a valid List B document, enter the required information in List B.
5. The I-797 Approval Notice is a valid List C #8 document, so the required information should be written on List C.
OVERVIEW

DO

A. Complete an I-9 Form for all employees hired after 6 November 1986
B. Have the employee complete Section 1 by the first day of employment
C. Complete the entire I-9 Form within 3 business days of the start date, or on the
   first day of employment, if it is for less than 3 days
D. Ensure that the employee has completed all of Section 1, even the zip code
E. Allow the employee to decide which document(s) to present
F. Only question documents which do not appear on their face to be genuine, do not
   appear to relate to the employee, or are not on the DHS lists
G. Personally examine the original document(s), not photocopies or faxes
H. Enter each document’s title, issuing authority, number and expiration date in
   Section 2
I. Enter the hire date in Section 2
J. Sign and date the I-9 Form with the current date, even if it is more than three days
   after the hire date
K. Follow up within 90 days when an employee presents a receipt instead of the
   document; enter document information in Section 2 and date with the current date
L. Establish tickler system for those employees whose work authorization will expire
M. Notify employees whose work authorization will expire 120 days ahead of the
   need to reverify
N. Complete the reverification before the original work authorization expires
O. Retain I-9 Forms for three years after the hire date or one year after termination,
   whichever is later, then shred
P. Review existing I-9 Forms and correct mistakes, but date the corrections with the
   current date

DO NOT

A. Refuse to hire anyone who is not a US citizen or permanent resident
B. Request specific documents, especially if the person looks or sounds “foreign”
C. Accept faxed or mailed photocopies; original documents must be presented in
   person
D. Request more documentation than the Form requires
E. Request specific documents for reverification if the employee presents an
   unrestricted Social Security card
F. Overdocument; such as filling in a document in all three lists
G. Accept the old green card, the I-151 Form
H. Backdate the I-9 Form to make it appear that the Form was completed correctly
   the first time
I. Accept a receipt for an application for a new grant of work authorization and give
   the employee 90 days to present the new document
J. Continue to employ an individual whose work authorization has expired and who
   has not presented new proof of employment eligibility
K. Discard I-9 Forms for current employees
L. Accept any expired documents
Checking and Correcting Existing I-9 Forms

The employer should review existing I-9 Forms periodically for completeness and correct them, if possible. However, any corrections should never be backdated. It might be helpful to attach an explanation of why the corrections were made, in case the I-9 Forms are audited. The following are things to look for when reviewing the old I-9 Forms:

1. Make sure all sections are completely filled in. Section 1 is the employee’s sworn statement regarding the information provided, so the employer cannot change or correct Section 1; the employee must do so. If the employee has already terminated employment, it may not be possible to correct Section 1 or get missing documents.

2. Be sure the document information in Section 2 is complete, including the complete department street address. Fill in any missing information from the attached photocopies. If copies are not attached, the employer should request them from the employee. As with completing or correcting Section 1, if the employee is no longer employed by the department, it may not be possible to obtain copies of the documents that were used for Section 2.

3. Check for the hire date, which is very easy to miss. Fill it in based on the offer letter or other official evidence of the start date, such as the entry in payroll records.

4. Make sure Section 1 and 2 are consistent, i.e. if the employee checked the US citizen box, be sure the document presented for Section 2 was not a permanent resident card, form I-551.

5. If the employee’s work authorization has expired, the employer must contact the employee to present new proof of employment eligibility. Employment must be terminated if the employee cannot provide any document proving employment eligibility.

6. If the employer finds an I-9 Form for positions that do not require verification such as Research Assistants or Honorary Fellows, the forms should be shredded. The employer could be fined if there are errors or omissions on the forms, even though they were not required to be completed.

7. Discard any I-9 Forms that are no longer required. Keep in mind that they must be kept only for 3 years from the hire date, or 1 year after termination, whichever is later. There may be several that can be shredded.

There are sample letters in the Appendix that address some of these situations.

The following is a sample USCIS Notice of Technical or Procedural Failures detailing what they look for in an audit. This can serve as a good guide for departments conducting an internal audit of their I-9s.
**Notice of Technical or Procedural Failures**

*Employee's maiden name, address or birth date missing in Section 1

*No alien registration number next to the phrase in Section I, "A Lawful Permanent Resident" where the number is in Sections 2 or 3 of the 1-9 (or on a document retained with the Form 1-9 and presented at the 1-9 inspection)

*No alien registration number or admission number next to the phrase in Section 1, "An alien authorized to work until" where the number is in Sections 2 or 3 of the 1-9 (or on a document retained with the Form 1-9 and presented at the 1-9 inspection)

*Employee attestation date missing in Section I

*Employee attestation not completed at the time of hire in Section 1

*Name, address or signature of the preparer and/or translator missing in Section I

*No date in the preparer and/or translator certification box in Section 1

*No document identification number of a List A, B or C document in Section 2 where a copy of document(s) is retained with the Form 1-9 and presented at the 1-9 inspection

*No document expiration date of a List A, B or C document in Section 2 where a copy of document(s) is retained with the Form 1-9 and presented at the 1-9 inspection

*Business title, name or address missing in Section 2

*Date of hire missing in Section 2

*No employer attestation date in Section 2

*Employer attestation in Section 2 not completed within 3 business days of the hire or, if the employee is hired for 3 business days or less, at the time of hire

*No document identification number of a List A, B or C document in Section 3 where a copy of document(s) is retained with the Form 1-9 and presented at the 1-9 inspection

*No document expiration date of a List A, B or C document in Section 3 where a copy of document(s) is retained with the Form 1-9 and presented at the 1-9 inspection

*Date of rehire missing in Section 3
APPENDIX

A. Sample Letters

B. Sample Documents

C. Properly Completed I-9 Forms with Sample Documents
SAMPLE LETTER A  
On department letterhead

Letter to employee whose I-9 Form is missing, incomplete, or contains errors

**URGENT**

Date

Dear ____:

Recently, we reviewed our employment verification records as required by the Office of Human Resources and [Choose the option which fits this person’s case]

- **Option 1** were unable to locate the required I-9 Form for you.
- **Option 2** found that Section 1 on the I-9 Form you filled out is incomplete.
- **Option 3** found errors in the completion of the required I-9 Form.

In order for the University of Wisconsin – Madison to comply with the Immigration Reform and Control Act of 1986, we need to correct this situation. The Act prohibits the University from continuing to employ an individual who has not provided the required documents within the relevant time period. The University requires this situation be resolved within (7) working days of the date of this letter. Unfortunately, this means that if this is not resolved by (fill in the date), we must place you on a Leave of Absence Without Pay until you provide us with the necessary information.

[At this point, anything you can write to personalize or soften this sensitive issue should be used in closing. For example: “We value your work in the department and would be sorry to lose you for even a short time.”] Please contact (contact person) immediately to discuss what is needed.

Sincerely,

Chair/Director

Enclosures (Options #1 and #3 only)
- I-9 Form and instructions
SAMPLE LETTER B
On department letterhead

Letter to employee whose I-9 Form expiration date has passed and evidence of continuing work authorization has not been presented, after department has requested it.

URGENT

Date

Dear _____:

Recently, we reviewed our employment verification records as required by the Office of Human Resources and found that your work authorization expired on (date). On (date), you were asked to present evidence of extended or continuing work authorization. Because evidence has not been presented, you need to meet with me on (date of scheduled meeting) to discuss this matter.

The Immigration Reform and Control Act of 1986, 8 U.S.C. § 1324a, prohibits the University of Wisconsin – Madison from continuing to employ anyone who does not provide documentation of extended or continuing employment authorization. Unfortunately, if you are unable to provide evidence of work authorization at this meeting, we will be required to terminate your employment immediately.

Please bring evidence of your extended or continuing employment eligibility, if in fact you have work authorization. If your work authorization was obtained through an employer-based University application, such as the H-1B, you should contact our Department Administrator (name) to discuss submission of an application for extension of stay. Failure to apply for an extension of stay in a timely manner may have serious consequences for continuing employment and for obtaining an extension or reissuance of a visa.

[At this point, anything you can write to personalize or soften this sensitive issue should be used in closing. For example: “We value your work in the department and would be sorry to lose you for even a short time.”]

Sincerely,

Chair/Director
SAMPLE TERMINATION LETTER
On department letterhead

Termination letter to employee whose I-9 Form expiration date has passed and evidence of continuing work authorization has not been presented, after department has requested it both verbally and in writing.

URGENT

Date

Dear ____:

In my letter of (date) and my meeting with you on (date), I informed you that your I-9 work authorization expired on (expiration date), and that you needed to present evidence of extended or continuing work authorization in order to continue your employment with the University of Wisconsin – Madison.

Because the necessary evidence of extended or continuing work authorization has not been presented, I regret that we cannot continue to employ you. As required by the Immigration Reform and Control Act of 1986, your appointment is hereby terminated, effective (date).

You should contact (contact) right away to learn about appeals procedures.

Sincerely,

Chair/Director
SAMPLE LETTER 120 Day Reverification Notice
On department letterhead

Letter to employee whose I-9 Form will expire in 120 days.

NOTICE

Date

Dear ____:

We routinely review our I-9 files to insure they are accurate and up to date. A recent review revealed that your work authorization will expire on (expiration date). The Immigration Reform and Control Act of 1986, 8 U.S.C. § 1324a, requires employers to reverify the work authorization of all employees whose work authorization expires. Therefore, in order to update your I-9 Form, you will need to present evidence to (contact) of your extended or continuing work authorization on or before (expiration date).

If your work authorization was obtained through an employer-based, University application (such as an H-1B), you should contact our Department Administrator (name) right away to discuss the submission of an application for extension of status. Please note that failure to apply for an extension of status in a timely manner may have serious consequences for continuing employment and obtaining an extension or re-issuance of a visa.

If evidence of your continued eligibility to work is not presented by the current expiration date, (expiration date), we will not be able to continue your employment after that date. The law prohibits the University from continuing to employ an individual who has not provided documentation of continued work authorization.

You should begin the process to secure any documentation needed as evidence of your extended or continuing work authorization at this time.

Sincerely,

Chair/Director
SAMPLE LETTER 7 day Reverification Notice  
On department letterhead  
Letter to employee whose I-9 Form will expire in seven days

**URGENT**

Date

Dear ____:

On (date), you were notified that your employment authorization will expire on (expiration date). The Immigration Reform and Control Act of 1986, 8 U.S.C. § 1324a, requires employers to reverify the work authorization of all employees whose work authorization expires. Therefore, in order to update your I-9 Form, you were informed of the need to present evidence of your extended or continuing work authorization to (contact) by (date).

Because the necessary documentation has not yet been provided, I must meet with you within the next three (3) days. If you are unable to provide evidence of work authorization by (expiration date), we will not be able to continue your employment after that date. The law prohibits the University of Wisconsin – Madison from continuing to employ an individual who has not provided documentation of continued work authorization. Please note that if you applied for an extension of status in a timely manner (for example, if an I-129 Form was filed for an extension of H-1B status with no changes in the terms and conditions of employment), the receipt of your request for extension may be permissible as temporary evidence of work authorization. You should contact International Faculty and Staff Services (265-2257) for more information about this.

We value your work in the department and hope this matter can be cleared up quickly so that your employment can continue.

Sincerely,

Chair/Director
SAMPLE DOCUMENTS
Notice Type: Receipt Notice
Amount received: $ 820.00

Receipt Notice - This notice confirms that USCIS received your application or petition ("this case") as shown above. If any of the above information is incorrect, please immediately call 800-375-5283 to let us know. This will help avoid future problems.

This notice does not grant any immigration status or benefit. It is not even evidence that this case is still pending. It only shows that the application or petition was filed on the date shown.

Processing time - Processing times vary by kind of case. You can check our website at www.uscis.gov for our current "processing times" for this kind of case at the particular office to which this case is or becomes assigned. On our website "case status online" page, you can also view status or sign up to receive free e-mail updates as we complete key processing steps on this case. During most of the time this case is pending, however, our systems will show only that the case has been received, and the processing status will not have changed, because we will be working on other cases that were filed earlier than this one. We will notify you by mail, and show in our systems, when we make a decision on this case or if we need something from you. If you do not receive an initial decision or update from us within our current processing time, check our website or call 800-375-5283. Please save this notice, and any other notice we send you about this case, and please make and keep a copy of any papers you send us by any means, along with any proof of delivery to us. Please have all these papers with you if you contact us about this case.

If this case is an I-130 Petition - Filing and approval of a Form I-130, Petition for Alien Relative, is only the first step in helping a relative immigrate to the United States. The beneficiaries of a petition must wait until a visa number is available before they can take the next step to apply for an immigrant visa or adjustment of status to lawful permanent residence. To best allocate resources, USCIS may wait to process forms I-130 until closer to the time when a visa number will become available, which may be years after the petition was filed. Nevertheless, USCIS processes forms I-130 in time not to delay relatives ability to take the next step toward permanent residence once a visa number does become available. If, before final action on the petition, you decide to withdraw your petition, your family relationship with the beneficiary ends, or you become a U.S. citizen, call 800-375-5283.

Applications requiring biometrics - In some types of cases USCIS requires biometrics. In such cases, USCIS will send you a SEPARATE appointment notice with a specific date, time and place for you to go to a USCIS Application Support Center (ASC) for biometrics processing. You must WAIT for that separate appointment notice and take it (NOT this receipt notice) to your ASC appointment along with your photo identification. Acceptable kinds of photo identification are: a passport or national photo identification issued by your country, a driver's license, a military photo identification card, or a state-issued photo identification card. If you receive more than one ASC appointment notice, even for different cases, take them both to the first appointment.

If your address changes - If your mailing address changes while your case is pending, call 800-375-5283 or use the "Online Change of Address" function on our website. Otherwise, you might not receive notice of our action on this case.

Please see the additional information on the back. You will be notified separately about any additional action filed.
U.S. CITIZENSHIP & IMMIGRATION SVC
CALIFORNIA SERVICE CENTER
P. O. BOX 30111
LAGUNA NIGUEL CA 92670-0111
Customer Service Telephone: (800) 375-5283

I-797 RECEIPT NOTICE

Not valid for verification of employment eligibility except under very limited circumstances. See "I-9 Section by Section Analysis, Section 2, Receipts in Lieu of Documents" for details.
The above petition and change of status have been approved. The status of the named foreign worker(s) in this classification is valid as indicated above. The foreign worker(s) can work for the petitioner, but only as detailed in the petition and for the period authorized. Any change in employment requires a new petition. Since this employment authorization stems from the filing of this petition, separate employment authorization documentation is not required. 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 keep the right part with his or her Form I-94, Arrival-Departure Record. This should be turned in with the I-94 when departing the U.S. The left part is for his or her records. A person granted a change of status who leaves the U.S. must normally obtain a visa in the new classification before returning. The left part can be used in applying for the new visa. If a visa is not required, he or she should present it, along with any other required documentation, when applying for reentry in this new classification at a port of entry or pre-flight inspection station. The petitioner may also file Form I-824, Application for Action on an Approved Application or Petition, with this office to request that we notify a consulate, port of entry, or pre-flight inspection office of this approval.

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 SVC
CALIFORNIA SERVICE CENTER
P. O. BOX 30111
LAGUNA NIGUEL CA 92678-0111
Customer Service Telephone: (800) 375-5283
Form I-797A (Rev. 09/07/93)

337133161 12
Receipt Number WAC-08-145-53699
Immigration and Naturalization Service
I-94
Departure Record Petitioner: UW MADISON

SMITH, JOHN
SMITH, JOHN

Receipt # WAC-08-145-53699
I-94# 337133161 12
NAME SMITH, JOHN
CLASS H1B
VALID FROM 10/01/2008 UNTIL 09/30/2011

PETITIONER: UW MADISON
21 N PARK ST STE 5101
MADISON WI 53715-1218

I-797 APPROVAL NOTICE WITH ATTACHED I-94
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR (J-1) STATUS

1. Family Name: ORTIZ  
   First Name: Julio  
   Middle Name: Filipe Diniz  
   Gender: MALE  
   Nationality: Brazil  
   Citizenship: Brazil  
   Date of Birth: 07-26-1970  
   Place: Belo Horizonte  
   Country of Birth: Brazil  
   Social Security Number: N0005163057

2. Address: 11 N. Park Street  
   Suite: 5101  
   Madison, WI 53715-1218

3. Program Sponsor: University of Wisconsin-Madison

4. Exchange Visitor Category: SHORT-TERM SCHOLAR

5. Duration of Program: 07-01-2008 to 08-25-2008

6. Statement of Responsible Officer or Alternate Responsible Officer: Kimberly Madday

7. Exchange Visitor Certification: I have read and agree with the statement on page 2 of this document.

8. Signature of Exchange Visitor: D5 – 2019

U.S. Department of State  
EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statement on page 2 of this document.

Signature of Alternate Responsible Officer: D5 – 2019
1. Family Name (surname): SMITH
   First (given) Name: JOHN

2. School (School district) name:
   University of Wisconsin System
   University of Wisconsin-Madison

3. This certificate is issued to the student named above for:
   Continued attendance at this school.

4. Level of education the student is pursuing or will pursue in the United States:
   DOCTORATE

5. The student named above has been accepted for a full course of study at this school, majoring in Economics, General. The student is expected to report to the school no later than 08/27/2002 and complete studies not later than 08/30/2007. The normal length of study is 57 months.

6. English proficiency:
   This school requires English proficiency.
   The student has the required English proficiency.

7. This school estimates the student's average costs for an academic term of 12 months (up to 12) months to be:
   a. Tuition and fees $3,228.00
   b. Living expenses $14,554.00
   c. Expenses of dependents (0 )
   d. Other (specify):
      Total $17,782.00

8. This school has information showing the following as the student's means of support, estimated for an academic term of 12 months (Use the same number of months given in item 7).
   a. Student's personal funds $0.00
   b. Funds from this school $17,782.00
      Specify type: UW Graduate Assistantship
   c. Funds from another source $0.00
      Specify type:
   d. On-campus employment $0.00
      Total $17,782.00

9. Remarks: UW assistantship includes stipend, tuition remission and insurance option. Program extension granted due to academic necessity.

10. School Certification: I certify under penalty of perjury that all information provided above in items 1 through 9 was completed before I signed this form and is true and correct; I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken 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 standards for admission to the school; the student will be required to pursue a full course of study as defined by 8 CFR 214.2(f)(6); I am a designated official of the above named school and am authorized to issue this form.
    Stephanie Cowan
    Name of School Official
    Signature of Designated School Official

11. Student Certification: I have read and agree to comply with the terms and conditions of my admission and those of any extension of stay as specified on page 2. I certify that all information provided on this form refers specifically to me and 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 course of study at the school named on page 1 of this form. I also authorize the named school to release any information from my records which is needed by the INS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status.
    JOHN SMITH
    Name of Student
    Signature of Student

Name of parent or guardian
If student under 18

Name of student
Signature of parent or guardian
Address (city) (State or Province) (Country) (Date)

For Official Use Only
Microfilm Index Number
OFFICIAL D.H.S.

SAMPLE

DOCUMENTS
List A—Documents That Establish Both Identity and Employment Authorization

U.S. Passport

The U.S. Department of State issues the U.S. Passport to U.S. citizens and nationals. There are a small number of versions still in circulation that vary from the main versions shown here.
U.S. Passport Card

The U.S. Department of State began producing the passport card in July 2008. The passport card is a wallet-size card that can only be used for land and sea travel between the United States and Canada, Mexico, the Caribbean, and Bermuda.

Permanent Resident Card (Form I-551)

The Permanent Resident Card shows the DHS seal and contains a detailed hologram on the front of the card. Each card is personalized with an etching showing the bearer's photo, name, fingerprint, date of birth, alien registration number, card expiration date, and card number. Also in circulation are older Resident Alien cards, issued by the U.S. Department of Justice, Immigration and Naturalization Service, which do not have expiration dates and are valid indefinitely. These cards are peach and show the Department of Justice seal, and the bearer's fingerprint and photograph.
Foreign Passport With I-551 Stamp or MRIV

USCIS uses either a I-551 stamp or a temporary I-551 printed notation on a machine-readable immigrant visa (MRIV) to denote temporary evidence of lawful permanent residency. Reverify the employee when the stamp or MRIV expires, or 1 year after the issuance date if the stamp or statement does not include an expiration date.

Unexpired Foreign Passport with I-551 Stamp

I-551 Stamp

Temporary I-551 printed notation on a machine-readable immigrant visa (MRIV)
Employment Authorization Document (Form I-766)

USCIS issues the Employment Authorization Document to aliens granted temporary employment authorization in the United States. The card contains the bearer's photograph, fingerprint, card number, Alien number, birthdate, and signature, along with a holographic film and the DHS seal. The expiration date is located at the bottom of the card.

Form I-94/I-94A Arrival/Departure Record

CBP issues an arrival-departure record to nonimmigrant aliens and other alien categories. This document indicates the bearer's immigration status, the date that the status was granted, and when the status expires. The immigration status notation within the stamp on the card varies according to the status granted, e.g., L-1, F-1, J-1. The Form I-94 has a handwritten date and status, and the Form I-94A has a computer-generated date and status.

Both may be presented with documents that Form I-9 specifies are valid only when Form I-94 or I-94A also is presented, such as the foreign passport, Form DS-2019, or Form I-20.

Form I-9 provides space for you to record the document number and expiration date for both the passport and Form I-94 or I-94A.
Passports of the Federated States of Micronesia and the Republic of the Marshall Islands

In 2003, Compacts of Free Association (CFA) between the United States and the Federated States of Micronesia (FSM) and Republic of the Marshall Islands (RMI) were amended to allow citizens of these countries to work in the United States without obtaining an Employment Authorization Document (Form I-766).

For Form I-9 purposes, citizens of these countries may present their passports accompanied by a Form I-94 or I-94A indicating nonimmigrant admission under the CFA. The exact notation on the Form I-94 or I-94A may vary and is subject to change, but as of early 2009 typically states “CFA/MIS” for an RMI citizen, and “CFA/FSM” for an FSM citizen.
List B—Documents That Establish Identity Only

**State-issued Driver's License**

A driver's license can be issued by any State or territory of the United States (including the District of Columbia, Puerto Rico, the U.S. Virgin Islands, Guam, the Northern Mariana Islands, American Samoa, and the Commonwealth of the Northern Mariana Islands) or by a Canadian government authority, and is acceptable if it contains a photograph or other identifying information such as name, date of birth, gender, height, color of eyes, and address.

![Driver's License front and back](image)

**State-issued ID Card**

An ID card can be issued by any State (including the District of Columbia, Puerto Rico, the U.S. Virgin Islands, Guam, and the Commonwealth of the Northern Mariana Islands) or by a local government, and is acceptable if it contains a photograph or other identifying information such as name, date of birth, gender, height, color of eyes, and address.

![Identification Card front and back](image)
U.S. Social Security Account Number Card

The U.S. Social Security account number card is issued by the Social Security Administration (older versions were issued by the U.S. Department of Health and Human Services), and can be presented as a List C document unless the card specifies that it does not authorize employment in the United States. Metal or plastic reproductions are not acceptable.

Certification of Birth Abroad Issued by the U.S. Department of State

These documents may vary in color and paper used. All will include a raised seal of the office that issued the document, and may contain a watermark and raised printing.

Certification of Birth Abroad Issued by the U.S. Department of State (FS-545)
Birth Certificate

Only an original or certified copy of a birth certificate issued by a state, county, municipal authority, or outlying possession of the United States that bears an official seal. Versions will vary by state and year of birth.
U.S. Citizen Identification Card (Form I-197)

Form I-197 was issued by the former Immigration and Naturalization Service (INS) to naturalized U.S. citizens. Although this card is no longer issued, it is valid indefinitely.

Identification Card for Use of Resident Citizen in the United States (Form I-179)

Form I-179 was issued by INS to U.S. citizens who are residents of the United States. Although this card is no longer issued, it is valid indefinitely.

Form I-20 Certificate Accompanied by Form I-94 or I-94A

Form I-94 or I-94A for F-1 nonimmigrant students must be accompanied by a Form I-20 Student ID endorsed with employment authorization by the Designated School Official for off-campus employment or curricular practical training. USCIS will issue an Employment Authorization Document (Form I-766) to all students (F-1 and M-1) authorized for a post-completion practical training period. (See page 48 for Form I-94/I-94A)
Nonimmigrant exchange visitors (J-1) must have a Form I-94 or I-94A accompanied by an unexpired Form DS-2019, issued by the U.S. Department of State, that specifies the sponsor. J-1 exchange visitors working outside the program indicated on the Form DS-2019 also need a letter from their responsible school officer. (See page 48 for Form I-94/I-94A)
PROPERLY COMPLETED I-9S
WITH SAMPLE DOCUMENTS
Read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification (To be completed and signed by employee at the time employment begins.)

Print Name: Last Name 
First Name 
Middle Initial 
Maiden Name 

Address (Street Name and Number) 
25 West Main Street 

Apt. # 

Date of Birth (month/day/year) 
06/10/1974 

City 
Madison 

State 
WI 

Zip Code 
53703 

Social Security # 
123-45-6789 

I attest, under penalty of perjury, that I am (check one of the following): 

☐ A citizen of the United States 

☐ A noncitizen national of the United States (see instructions) 

☐ A lawful permanent resident (Alien #) 

☐ An alien authorized to work (Alien # or Admission #) until (expiration date, if applicable - month/day/year) 

Employee's Signature 

Date (month/day/year) 
08/08/2008 

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct. 

Preparer's/Translator's Signature 

Print Name 

Address (Street Name and Number, City, State, Zip Code) 

Date (month/day/year) 

Section 2. Employer Review and Verification (To be completed and signed by employer. Examine one document from List A OR document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)

<table>
<thead>
<tr>
<th>List A</th>
<th>OR</th>
<th>List B</th>
<th>AND</th>
<th>List C</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>WI drivers license</td>
<td>Social Security Card</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>WI DOT</td>
<td>SSA</td>
<td>123-45-6789</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A423-1605-2506-09</td>
<td>01/06/2011</td>
<td></td>
</tr>
</tbody>
</table>

CERTIFICATION: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) 08/08/2008 and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative 

Jennifer Taylor 

Asst. Dir. IFSS 

Business or Organization Name and Address (Street Name and Number, City, State, Zip Code) 

UW Madison, 21 N. Park St., Suite 5101, Madison, WI 53715 

Date (month/day/year) 
08/08/2008 

Section 3. Updating and Reverification (To be completed and signed by employer.)

A. New Name (if applicable) 

B. Date of Rehire (month/day/year) (if applicable) 

C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization. 

Document Title: 

Document #: 

Expiration Date (if any): 

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual. 

Signature of Employer or Authorized Representative 

Date (month/day/year) 

U.S. Citizen
Read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification (To be completed and signed by employee at the time employment begins.)

[Table with employee's information filled out]

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):

☐ A citizen of the United States
☐ A noncitizen national of the United States (see instructions)
☒ A lawful permanent resident (Alien #) 089-065-392
☐ An alien authorized to work (Alien # or Admission #)

[Signature and date]

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

[Preparer's information]

Section 2. Employer Review and Verification (To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)

[List A OR List B AND List C]

CERTIFICATION: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) 08/08/2008 and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

[Employer's information]

Section 3. Updating and Reverification (To be completed and signed by employer.)

A. New Name (if applicable)  B. Date of Rehire (month/day/year) (if applicable)

C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization.

[Document title, Document #, Expiration Date, if any]

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

[Signature and date]
Read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification (To be completed and signed by employee at the time employment begins.)

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Maiden Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claire</td>
<td>Anne-Marie</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address (Street Name and Number)</th>
<th>Apt. #</th>
<th>Date of Birth (month/day/year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 Blair Blvd.</td>
<td></td>
<td>07/15/1974</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Social Security #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Madison</td>
<td>WI</td>
<td>53703</td>
<td>123-45-6789</td>
</tr>
</tbody>
</table>

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):

- [ ] A citizen of the United States
- [ ] A noncitizen national of the United States (see instructions)
- [ ] A lawful permanent resident (Alien #)
- [X] An alien authorized to work (Alien # or Admission #) 89939091011 until (expiration date, if applicable - month/day/year) 07/24/2010

Employee's Signature: [Signature] Date (month/day/year): 07/26/2007

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature: 

Address (Street Name and Number, City, State, Zip Code) Print Name

Date (month/day/year):

Section 2. Employer Review and Verification (To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)

<table>
<thead>
<tr>
<th>List A</th>
<th>OR</th>
<th>List B</th>
<th>AND</th>
<th>List C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document title:</td>
<td>[ ] Canadian passport</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Issuing authority:</td>
<td>[ ] Canadian govt.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document #:</td>
<td>[ ] JX142338</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expiration Date (if any):</td>
<td>05/24/2012</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document #:</td>
<td>[ ] I-94 #89939091011</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expiration Date (if any):</td>
<td>07/24/2010</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CERTIFICATION: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) 07/26/2007 and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative: [Signature]

Employer or Authorized Representative: [Deborah Ahlstedt]

Title: [Director, IFSS]

Business or Organization Name and Address (Street Name and Number, City, State, Zip Code) Date (month/day/year):

UW-Madison, 21 N. Park St., Suite 5101, Madison, WI 53715 07/26/2007

Section 3. Updating and Reverification (To be completed and signed by employer.)

A. New Name (if applicable) B. Date of Rehire (month/day/year) (if applicable)

C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization.

<table>
<thead>
<tr>
<th>Document Title:</th>
<th>Document #:</th>
<th>Expiration Date (if any):</th>
</tr>
</thead>
<tbody>
<tr>
<td>I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of Employer or Authorized Representative:

Date (month/day/year):
Read instructions carefully before completing this form. The instructions must be available during completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Verification (To be completed and signed by employee at time employment begins.)**

<table>
<thead>
<tr>
<th>Print Name: Last First Middle Initial Maiden Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address (Street Name and Number)</th>
<th>Apt. #</th>
<th>Date of Birth (month/day/year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>45 Lake Street</td>
<td></td>
<td>09/10/1978</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Social Security #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Madison</td>
<td>WI</td>
<td>53703</td>
<td>123-45-6789</td>
</tr>
</tbody>
</table>

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):  
- A citizen of the United States  
- A noncitizen national of the United States (see instructions)  
- A lawful permanent resident (Alien #)  
- An alien authorized to work (Alien # or Admission #) 33713316112 until expiration date, if applicable - month/day/year 09/30/2011

Employee's Signature: John Smith  
Date (month/day/year): 10/01/2008

**Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.**

<table>
<thead>
<tr>
<th>Preparer/Translator's Signature</th>
<th>Print Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address (Street Name and Number, City, State, Zip Code)</th>
<th>Date (month/day/year)</th>
</tr>
</thead>
</table>

**Section 2. Employer Review and Verification (To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)**

<table>
<thead>
<tr>
<th>List A</th>
<th>OR</th>
<th>List B</th>
<th>AND</th>
<th>List C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document title: Turkish passport</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Issuing authority: Turkish gov't</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document #: 252077</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expiration Date (if any): 04/24/2012</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Document #: 33713316112 | | | | |
| Expiration Date (if any): 09/30/2011 | | | | |

**CERTIFICATION: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) 10/03/2003 and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)**

<table>
<thead>
<tr>
<th>Signature of Employer or Authorized Representative</th>
<th>Print Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deborah Ahlstedt</td>
<td>Director, IFSS</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business or Organization Name and Address (Street Name and Number, City, State, Zip Code)</th>
<th>Date (month/day/year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>UW-Madison, 21 N. Park St., Suite 5101, Madison, WI 53715</td>
<td>10/01/2008</td>
</tr>
</tbody>
</table>

**Section 3. Updating and Reverification (To be completed and signed by employer.)**

**A. New Name (if applicable)**

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Document #:</th>
<th>Expiration Date (if any):</th>
</tr>
</thead>
</table>

**B. Date of Rehire (month/day/year) (if applicable)**

**C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization.**

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Document #:</th>
<th>Expiration Date (if any):</th>
</tr>
</thead>
</table>

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

<table>
<thead>
<tr>
<th>Signature of Employer or Authorized Representative</th>
<th>Date (month/day/year)</th>
</tr>
</thead>
</table>

H-1B with I-797 and Attached I-94
TR-L No: 252877

TÜRKİYE CUMHURIYETİ
REPUBLIC OF TURKEY

PASSPORT

Başka bir pasport danışmanı
This passport contains no other passport

Siyahın NR: 18/52403/2001

Extended until 24.04.2012

Temdîl tarih: 16.09.2005

Temdîl yapmak: TURKISH CONSULATE GENERAL IN CHICAGO

Temdîl yapmak: MEHMET BATU

Makbuz tarih: 16.09.2005

No: 0264787

Baş paragraf: T.C.
<table>
<thead>
<tr>
<th><strong>Masleği</strong></th>
<th><strong>Profession</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Doğum yerı</strong></td>
<td><strong>Place of birth</strong></td>
</tr>
<tr>
<td><strong>Doğum tarihi</strong></td>
<td><strong>Date of birth</strong></td>
</tr>
<tr>
<td><strong>Yüzü</strong></td>
<td><strong>Facial features</strong></td>
</tr>
<tr>
<td><strong>Göz renği</strong></td>
<td><strong>Colour of eyes</strong></td>
</tr>
<tr>
<td><strong>Sac renği</strong></td>
<td><strong>Colour of hair</strong></td>
</tr>
<tr>
<td><strong>Boy</strong></td>
<td><strong>Height</strong></td>
</tr>
<tr>
<td><strong>Musuel elemanlar</strong></td>
<td><strong>Special marks</strong></td>
</tr>
</tbody>
</table>

**Hüvîyet ve Eşkâli**

**PERSONAL PARTICULARS**

<table>
<thead>
<tr>
<th><strong>Soyadı - Surname</strong></th>
<th><strong>Smith</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Adı - Name</strong></td>
<td><strong>John</strong></td>
</tr>
</tbody>
</table>

**Hamiliğiniz imzası / Signature of bearer**

[Signature: J. Smith]
The above petition and change of status have been approved. The status of the named foreign worker(s) in this classification is valid as indicated above. The foreign worker(s) can work for the petitioner, but only as detailed in the petition and for the period authorized. Any change in employment requires a new petition. Since this employment authorization stems from the filing of this petition, separate employment authorization documentation is not required. 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 keep the right part with his or her Form I-94, Arrival-Departure Record. This should be turned in with the I-94 when departing the U.S. The left part is for his or her records. A person granted a change of status who leaves the U.S. must normally obtain a visa in the new classification before returning. The left part can be used in applying for the new visa. If a visa is not required, he or she should present it, along with any other required documentation, when applying for reentry in this new classification at a port of entry or pre-flight inspection station. The petitioner may also file Form I-824, Application for Action on an Approved Application or Petition, with this office to request that we notify a consulate, port of entry, or pre-flight inspection office of this approval.

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 SVC
CALIFORNIA SERVICE CENTER
P. O. BOX 30111
LAGUNA NIGUEL CA 92677-0111
Customer Service Telephone: (800) 375-5283
Form I-797A (Rev. 09/07/93)
Form I-9, Employment Eligibility Verification

Read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification (To be completed and signed by employee at the time employment begins.)

<table>
<thead>
<tr>
<th>Print Name:</th>
<th>First</th>
<th>Middle Initial</th>
<th>Maiden Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chantale</td>
<td>Desiree</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address (Street Name and Number)</th>
<th>Apt. #</th>
<th>Date of Birth (month/day/year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5610 Segoe Road</td>
<td>7C</td>
<td>07/14/1973</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Social Security #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Madison</td>
<td>WI</td>
<td>53705</td>
<td>123-45-6789</td>
</tr>
</tbody>
</table>

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):

- [ ] A citizen of the United States
- [ ] A noncitizen national of the United States (see instructions)
- [x] A lawful permanent resident (Alien #)
- [ ] An alien authorized to work (Alien # or Admission #) 63213693718 until (expiration date, if applicable - month/day/year) 06/30/2010

Employee's Signature: [Signature]

Preparer's/Translator's Signature: [Signature]

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Name and Address (Street Name and Number, City, State, Zip Code)

Date (month/day/year): 01/05/2008

Section 2. Employer Review and Verification (To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)

<table>
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<th>List B</th>
<th>AND</th>
<th>List C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document title: Netherlands passport</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Issuing authority: Netherlands gov't</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document #: NPIPR6GF3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expiration Date (if any): 10/15/2012</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document #: 63213693718</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expiration Date (if any): D/S</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CERTIFICATION: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) 01/05/2008 and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative: [Signature]

Print Name: Deborah Ahlstedt

Title: Director, IFFS

Business or Organization Name and Address (Street Name and Number, City, State, Zip Code)

UW-Madison, 21 N. Park St., Suite 5101, Madison, WI 53715

Date (month/day/year): 01/05/2008

Section 3. Updating and Reverification (To be completed and signed by employer.)

A. New Name (if applicable)

B. Date of Rehire (month/day/year) (if applicable)

A. Document Title: [Document Title]

B. Document #: [Document #]

C. Expiration Date (if any): [Expiration Date]

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative

Date (month/day/year):

J-1 Scholar with D/S
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR (J-1) STATUS

U.S. Department of State

1. Family Name: CHANTE
   First Name: Dolora
   Middle Name: 
   Gender: FEMALE
   NL 0004719053

Date of Birth (mm-dd-yyyy): 07-14-1973
City of Birth: schedam
Country of Birth: NETHERLANDS
Citizenship Country Code: NL
Citizenship Country: NETHERLANDS
U.S. Address: 21 W. Park Street
Madison, WI 53715-1218
Suite 5101

2. Program Sponsor:
   University of Wisconsin-Madison
   Exchange Visitor Program Number: P-1-0015
   Participating Program Official Description:
   PROFESSOR; RESEARCH SCHOLAR; SHORT-TERM SCHOLAR; SPECIALIST; STUDENT ASSOCIATE; STUDENT EXCHANGE; STUDENT DOCTORATE; STUDENT MASTERS; STUDENT NON-DEGREE

Purpose of this Form: Begin new program, accompanied by number (0) of immediate family members.

3. Form Covers Period:
   From (mm-dd-yyyy): 01-01-2008
   To (mm-dd-yyyy): 06-30-2010

4. Exchange Visitor Category:
   RESEARCH SCHOLAR
   Subject Field Code: 24.0204 Calcium imaging molecular biology

5. During the period covered by this form, the total estimated financial support for U.S. J is to be provided to the exchange visitor by:
   Current Program Sponsor Funds: $235,000.00
   Total: $235,000.00

   Name of Official Preparing Form:
   21 North Park Street, Suite 5101
   Madison, WI 53715
   Kimberly Maday Alternate Responsible Officer
   Date (mm-dd-yyyy): 06-30-2009
   Signature of Responsible Officer or Alternate Responsible Officer
   Title
   Telephone Number
   Date (mm-dd-yyyy): 06-25-2009
   Signature of Responsible Officer or Alternate Responsible Officer

7. Statement of Responsible Officer for Releasing Sponsor (FOR TRANSFER OF PROGRAM)
   Effective Date (mm-dd-yyyy):
   Transfer of this exchange visitor program number to the program specified in Item 2 is necessary or highly desirable and is in conformity with the objectives of the Mutual Educational and Cultural Exchange Act of 1961, as amended.
   Signature of Responsible Officer or Alternate Responsible Officer
   Date (mm-dd-yyyy): 06-30-2009
   Signature of Releasing Sponsor

Preliminary Recommendation of Consular or Immigration Officer Regarding Section 212(a) of the Immigration and Nationality Act and PL 94-484, as Amended (see Item 3 of page 2).

The Exchange Visitor is in the above program:

1. [ ] Not subject to the two-year residence requirement
2. [X] Subject to two-year residence requirement based on:
A. [ ] Government financing and/or
B. [X] The Exchange Visitor Skills List and/or
C. [ ] PL 94-484 and/or

The U.S. Department of State reserves the right to make final determination regarding 212(a).

EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statement on item 2 on page 2 of this document.

Signature of Applicant

15 November 2007
Read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification (To be completed and signed by employee at the time employment begins.)

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<th>Print Name:</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Maiden Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chen</td>
<td></td>
<td>Karen</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address (Street Name and Number)</th>
<th>Apt. #</th>
<th>Date of Birth (month/day/year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>25 N. Lake Street</td>
<td>15</td>
<td>07/15/1965</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Social Security #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Madison</td>
<td>WI</td>
<td>53703</td>
<td>123-45-6789</td>
</tr>
</tbody>
</table>

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):
- [ ] A citizen of the United States
- [ ] A noncitizen national of the United States (see instructions)
- [x] A lawful permanent resident (Alien #)
- [ ] An alien authorized to work (Alien # or Admission #) A300-320-735 until (expiration date, if applicable - month/day/year) 03/20/2010

Employee's Signature: [Signature]
Date (month/day/year): 04/01/2009

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer/Translator's Signature: [Signature]
Print Name: [Name]

Address (Street Name and Number, City, State, Zip Code): [Address]
Date (month/day/year): [Date]

Section 2. Employer Review and Verification (To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)

List A OR List B AND List C

|----------------|----------------|

Issuing authority: USCIS

<table>
<thead>
<tr>
<th>Document #:</th>
<th>MSC0911313330</th>
</tr>
</thead>
</table>

Expiration Date (if any): 03/20/2010

CERTIFICATION: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) 04/01/2009 and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative: [Signature]
Print Name: Deborah Ahlstadt
Title: Director, IFSS

Business or Organization Name and Address (Street Name and Number, City, State, Zip Code): UW-Madison, 21 N. Park St., Suite 5101, Madison, WI 53715
Date (month/day/year): 04/01/2009

Section 3. Updating and Reverification (To be completed and signed by employer.)

A. New Name (if applicable)

B. Date of Rehire (month/day/year) (if applicable)

C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization.

Document Title: [Document Title]
Document #: [Document #]
Expiration Date (if any): [Expiration Date]

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative: [Signature]
Date (month/day/year): [Date]

NON IMMIGRANT WITH E.A.D.