University of Wisconsin—Madison
Electronic I-9 Reference Manual

A Guide for Complying
with the I-9 Form Requirements
using the HireRight Electronic I-9 System

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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. 8

Yes → Employer sends 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, and sends Invite Employee email to new hire. If no offer letter is sent, i.e. student hourly, the document list should be provided and the Invite Employee email should be sent at the time the position is offered.  P.12

No → Stop here.

New hire fills out Section 1 electronically; fills in each line; checks one of the four boxes; and signs, dates, submits I-9.  P. 16

**On or Before First Day of Work**

Employer reviews Section 1 to ensure that it has been completed properly.  P. 17  Was it completed properly?

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

No → Resends Invite Employee email

**By Third Day of Work**

New hire presents documents of his/her choice.  P. 18

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 relate to the employee.  P. 19  Do they meet requirements?

Yes → Employer completes all information in Section 2; signs, dates and electronically submits I-9 Form.  P. 19

No → Resends Invite Employee email

Employer completes all information in Section 2; signs, dates and electronically submits I-9 Form.  P. 19
EMPLOYMENT ELIGIBILITY VERIFICATION

NOTE 1: 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 2: When the I-9 is completed in the HireRight electronic I-9 system, copies of documents should not be made. Also, once an electronic I-9 is completed, a new one does not need to be completed when an employee changes departments. Departments should always search for the new employee before initiating the electronic I-9 process.

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 undocumented individuals 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 start date, or on the start 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 start date 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 Department that created the initial I-9 in the HireRight Electronic I-9 System (E-I-9 System) 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.

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.**

E-Verify
On 8 September 2009, a new regulation amending the Federal Acquisitions Regulation (FAR) went into effect. The rule requires all Federal contractors to enroll in E-Verify (EV) and verify the identity and employment eligibility of all employees assigned to Federal contracts. EV is an internet-based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) which electronically compares documents that employees present to employers during the I-9 employment eligibility verification process with documents in the DHS and SSA databases. UW-Madison is a substantial Federal contractor and therefore is subject to the rule. The University has elected to ONLY E-Verify employees who are assigned to a qualifying Federal contract. UW-Madison is NOT conducting E-Verify checks on any other employees. All E-Verify checks are conducted by IFSS through its own login with the Department of Homeland Security. Departments should ignore any references to E-Verify in the E-I-9 System. They apply to other HireRight clients but not to UW-Madison.

Liability for Penalties at UW-Madison
Each Department is responsible for properly verifying the identity and employment eligibility of all new hires within its Department, 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 that created the initial I-9 in the E-I-9 System. **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, limited-term, 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 or from state government to UW-Madison.

*all employees for whom an electronic I-9 does not exist 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 with an I-9 in the E-I-9 System who are hired by a new Department and have had no break in service.

*employees who assume new positions due to a change in duties with no break in service.

*employees hired prior to 6 November 1986 who still are employed by UW-Madison.
*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 electronic I-9 Form must be completed (or the existing electronic 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. After receiving DHS approval of the extension of stay or change of status, the Department will need to Update Form I-9 in the E-
I-9 System, or complete a new I-9 if one is not yet in the E-I-9 System. 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](http://www.uwsa.edu/fadmin/fppp/fppp31.htm).
Procedures for Completing the I-9 Form

Timing
Key Points:
Section 1 Complete:
* On or before first day of employment, but after the date the position was offered.

Section 2 Complete:
* 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 employment.

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 start 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 in Section 2 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 physically present in the Department
When the employee will not be working in Madison or is not physically present in the Department on the start date, the I-9 process should still be completed within the required time frame. The Department either should complete the I-9 process before the start date, if the employee will be there ahead of time, or 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 a paper I-9 Form and forward the original I-9 Form, with photocopies of the document(s), to the Department. Since the person will not be a UW-Madison HireRight user, a paper I-9 must be done, the documents copied and both the I-9 and documents should be sent to the Department for retention according to the paper I-9 procedures. This is the only situation in which a paper I-9 should be completed for a new employee; I-9s for all other new hires should be completed in the E-I-9 System.
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. The Department should attach an explanation to the paper I-9 stating 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 start 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 put in the audit file (see below).

**Departmental Responsibilities at UW-Madison**

**Key Points:**
- Designate and train one or more individuals in the I-9 process.
- Send an Invite Employee email using the E-I-9 System to all new hires.
- Complete the I-9 process within the appropriate time limit.
- Conduct reverification when necessary.
- Pay fines, if any are assessed.

The acceptable document list should be sent to all new employees with the offer or appointment letter and the Invite Employee email should be sent at the same time. The new hire is instructed in the email to complete the employee section (Section 1) on or before the first day of work, and present the appropriate documents upon reporting for work.

Each Department should designate at least one person who will have primary responsibility for completing the I-9 Forms. In the case of large Departments, several individuals 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 documents from the new employee, and complete the verification process (Section 2) in the E-I-9 System. This should not be done more than three business days after the start date of employment.

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 (SSN) in Section 1.** However, Payroll will need a SSN for tax reporting purposes, and if the person is employed on an E-Verify contract, the SSN must be included in Section 1. IFSS will notify the Department if the E-Verify check will need to be completed for a particular employee. 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 Department that initiated the I-9 in the E-I-9 System 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.

Audit File
Since there currently is no comment section in the HireRight I-9 System, explanations regarding unusual situations in which the process could not be completed within the proper time frames will need to be kept in a separate audit file. Departments can design the file in whatever manner best suits their needs, either on paper or in an electronic document, but it should be readily accessible in the case of an audit, as employers are only given three days notice of an audit.

Form I-9 Retention:
Key Points:
*Retain the completed I-9 Form for three years after the start date or one year after termination, whichever is later.

The I-9 Form must be retained for three years after the start date or one year after the termination date, whichever is later. The I-9 Form of a current employee should NEVER be discarded. When the employee terminates all employment at the University, the termination date should be entered in the E-I-9 System. The I-9 will be automatically deleted according to the requirements.

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 start date.
*Do not make certain employees go to another location to do the I-9 Form.

The anti-discrimination provisions protect job applicants and/or employees 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 the I-9 Form 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 the I-9 Form, 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 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 are unexpired and, 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

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 only participates in E-Verify for employees who are employed on qualifying Federal contracts. This process is coordinated by IFSS. IFSS will inform the Department if E-Verification is required for a particular employee.

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 pointing out blanks that need to be filled in or inconsistent information does not require completion of this part.

**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 though 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 E-I-9 System does not permit the employee to sign Section 1 if the SSN starts with a “9” and if any required fields are left blank.*
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 noncitizen 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.” International employees on non-immigrant visas frequently check this box in error. The employer should review Section 1 carefully and compare the statements made by the employee with the document(s) presented. In the E-I-9 System, the dropdown menus of the documents in Section 2 will only show documents corresponding to the citizenship status checked by the employee in Section 1.

*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 document-related 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 leave the date blank 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, if necessary, takes place. *Although the E-I-9 System should catch omissions, the employer should 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.

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. In the E-I-9 System, the Preparer/Translator must sign first and the employee signs second.
SECTION 2

1. For either List A or both List B and List C, select the Document title, such as passport, I-551, I-94, etc.
2. Enter the Issuing authority, such as the country that issued the passport or the DHS
3. Enter the expiration date of the document(s), if any.
4. Enter the employee’s start date.
5. The employer’s name, title, and full business address are pre-populated by HireRight. Be sure to verify the information is correct. If not, it can be changed in the My Profile section of the E-I-9 System.
6. The date the employer electronically signs the I-9 Form should be within three days of the start date. Since the E-I-9 System dates the form on the date it is completed, it never can 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 or faxed, documents presented by the employee.
*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 with an expiration date must be unexpired. The E-I-9 System will not permit the employer to sign Section 2 if any documents are expired.
*The employer may not specify which documents the employee can present; the employee can choose whatever ones meet the documentary requirements according to the citizenship status checked in Section 1. The dropdowns in the E-I-9 System only show document(s) related to that status.
*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 in the Receipts and Temporary Work Authorization Documents section.) Receipts are not acceptable if employment is for less than three days. A receipt for a replacement document proving 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. The I-9 form cannot be electronically signed if any required information is missing.
*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 according to the citizenship status checked in Section 1. (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 and matches the employee’s actual citizenship status. 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.

The start date of employment must be completed by the employer. If the start date was entered in the Invite Employee email, check to be sure it is correct. 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 E-I-9 System automatically dates the Form on the day it is completed, so backdating is not possible.

The employer’s signature in Section 2 is a sworn statement. Under penalty of perjury, the employer is attesting to having reviewed the original 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. There also are three attestations that must be checked relating to the electronic nature of the Form.

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 placed in the audit file. 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. This will be obvious if the documents in the drop down list do not match the ones presented by the employee. The employer should not correct or edit anything in Section 1, but rather should right click on the employee’s name, select Correct I-9 and then select “Send to Employee” through the E-I-9 System.

Verifying Documents are Acceptable
The documents presented 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 Form is completed. Documents without an expiration date are considered to be unexpired.

Effective 3 April 2009, all documents must be unexpired.
The E-I-9 System only permits entry of unexpired documents. It also prevents over-documentation (filling in List A and List B or C or even all three) by only activating either List A or Lists B and C and only permits entry of documents that corresponds to the citizenship status checked by the employee in Section 1.

Procedures
If satisfied with the document(s) presented by the employee, the employer should:
1. Select the title of the document(s) presented;
2. Enter the issuing authority, number and expiration date, if any, of the document(s) under the appropriate list;
3. Fill in the date of hire and correct information in the certification block; and
4. Sign and date 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 start date should be entered. All of the information boxes should be completed. Check that the address/title information is correct, and if not, change it in My Profile or ask IFSS to correct it.
Special Situations for Individuals with “Duration of Status”
F-1 students and J-1 Exchange Visitors, as well the 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.

HireRight has an additional information section for F-1 students and J-1 Exchange Visitors,
which addresses the D/S situation.

When an employee has checked Box 4 in Section 1, there will be an additional part in Section 2
that has a check box that says: “The employee has presented a STUDENT VISA.” This section
opens up when the box is checked.

If the employee is an F-1 student:
Leave the expiration date of the I-94 blank.
Check the box that says “The employee has presented a STUDENT VISA” and complete this
paragraph as follows:
Form type: I-20
Visa type F-1
Visa Number: SEVIS number from upper right of I-20, above the bar code (N plus 10 digits).

If the employee is a J-1 Exchange Visitor:
Leave the expiration date of the I-94 blank.
Check the box that says “The employee has presented a STUDENT VISA” (even if the category
is something other than student, such as Research Scholar, Professor etc.) and complete this
paragraph as follows:
Form type: DS-2019
Visa type J-1
Visa Number: SEVIS number from upper right of DS-2019, above the bar code (N plus 10
digits).

If the employee holds ANY OTHER STATUS such as H-1B, O-1 TN, E-3 etc. do NOT
check the box and do NOT put any information in this part of Section 2. You will be able to
sign electronically even though nothing is included there, provided all other required information
in Section 2 is complete and correct.

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>

If the employee presents a receipt for an application for a document, select in the dropdown menu the title of the document for which the receipt was issued. Enter the receipt number, if any, on the “document #” line, and enter an expiration date 90 days from the date the receipt was issued on the “expiration date” line. The employee must present the original document within the appropriate amount of time. When the employee presents the original document(s), Section 3 should be completed as a Reverification using the new document information.
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 on the start date of employment. 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 UW-Madison employees 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, or the date requested on the I-129 if earlier. 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, or the date UW-Madison petitioned for on the form I-129, whichever is later. 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.
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 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

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)(i)(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

If the receipt notice has not yet been issued, the expired EAD and Form I-20 are sufficient

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

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

Individual with Temporary Protected Status (TPS) who qualifies for automatic extension of employment authorized status as announced in the Federal Register notice

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

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

F-1 student whose employment authorization has been automatically extended until his or her OPT STEM extension is adjudicated

Nonimmigrant* whose status has expired but who timely filed an application for an extension of status

Employment authorization and identity (List A)

Employment authorization and identity (List A)

Employment authorization and identity (List A)

Employment authorization and identity (List A)

Employment authorization and identity (List A)

Employment authorization and identity (List A)

Employment authorization and identity (List A)

Employment authorization and identity (List A)

Employment authorization and identity (List A)

Validity period is the period stated in the Federal Register notice

Until the date of USCIS’ written decision

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)

Until the date of USCIS’ written decision, but not to exceed 180 days beginning on the date of EAD expiration

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
Reassign

When an employee moves from one Department to another, either the current or the new Department should reassign the completed I-9 Form to the new Department. This is particularly important in the case of employees who have temporary work authorization. The 90 day notification from HireRight advising both the employee and the employer will go to the person who completed the initial I-9. By reassigning the I-9 Form at the time the employee changes departments, the notification will go to the I-9 coordinator in the new Department. Similarly, when the I-9 coordinator changes departments or terminates employment, the I-9 Form should be reassigned to the new I-9 coordinator.

SECTION 3

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.

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 at UW-Madison.

2. Whenever the employee indicates an expiration date for work authorization in Section 1, and/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 electronic I-9 Form, verifying both identity and employment eligibility.
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.

**Updating:** When an Employee is Rehired  
The employer should update the I-9 Form when the employee:  
* 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 new start date of employment on the original I-9 Form in Section 3;  
* sign and date Section 3 within three days of the new start date.

The electronic I-9 has multiple Sections 3 so a new form will not need to be done simply because Section 3 has already been completed.

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.

Updating of Teaching Assistant (TA)/Project Assistant (PA) and C basis (9 month) 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 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 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 electronic I-9 Form must be prepared.

**Reverification:** When Work Authorization has an Expiration Date  
**Key Points:**  
* All employees whose work authorization has an expiration date should be reverified.
The E-I-9 System notifies both the employee and the person who signed the original I-9 Form in the E-I-9 System 90 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, the employer should do the following:

1. Follow up with the employee as soon as the HireRight email notification is received.
2. Schedule a time for the employee to bring in new document(s). If the Department is responsible for obtaining an extension of stay (such as for an H-1B or J-1), initiate the process immediately upon receipt of the notification.
3. Examine the original documents presented and complete Section 3, with the new documentary information on or before the expiration date of the original grant of work authorization.

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 reverification 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 reverification 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 reverification 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 reverification, 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 reverification 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 are notified by the E-I-9 System to initiate the process of applying for an extension of stay or new employment authorization 90 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.

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 Permanent Resident card (I-551), there will be a stamp either in the passport, on an I-94 card, or noted in an Machine Readable Immigrant Visa (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 of the temporary I-551 stamp.

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.**

**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, fraud, or not relating to the employee.
Expired documents

Effective 3 April 2009, no documents presented for I-9 purposes 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. The E-I-9 System has a special part in Section 2 for F-1 students and J-1 Exchange Visitors whose I-94 expiration date is “D/S.” The process for completing this part is covered in the Section 2 part of this manual. The I-797 may have an I-94 incorporated into the bottom of it and thus can be used as a List A document in conjunction with the employee’s passport. If the I-94 is not incorporated in the bottom of the I-797, then the employee must have a separate I-94 card valid for the same status as that listed on the I-797.

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. The employee must present the Social Security Card, not a print out from the Social Security Administration.

A Social Security card marked “not valid for 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. 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 in the Appendix.

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. However, 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 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 white card given by DHS to almost all non-immigrants who enter the US (participants in the Visa Waiver Program are not issued an I-94 but they cannot be employed under any circumstances). 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 the U.S., 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 the date the temporary work authorization was issued, or by 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 DS-2019 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 DS-2019 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 at least that degree. H-1B employment is employer specific. The employer files the petition with DHS, not the employee. 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 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. 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).

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 some 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
New employee’s status: J-1 student at another school
Type of employment: Part time employment for unforeseen financial need
Documentation:
* 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

New employee’s status: J-1 student at UW-Madison or another school, recent graduate
Type of employment: J-1 Academic Training
Documentation:
* 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

New employee’s status: J-1 Professor, Research Scholar or Short Term Scholar
Type of employment: Teaching or research at UW-Madison, in department indicated
Documentation:
* Unexpired foreign passport
* Copy of DS-2019 issued by or naming UW-Madison
* I-94 showing J-1 status for D/S

New employee’s status: J-2 dependent of J-1
Type of employment: Full or part time in any capacity
Documentation:
* EAD form I-766 issued by DHS

New employee’s status: H-1B or O-1 for whom UW-Madison petitioned
Type of employment: Must correspond to UW-Madison’s petition approved by DHS
Documentation:
* 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

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 see the I-20 or DS-2019 to obtain the expiration date.

HireRight has an additional information section for F-1 students and J-1 Exchange Visitors, which addresses the D/S situation.

When an employee has checked Box 4 in Section 1, there will be an additional part in Section 2 that has a check box that says: “The employee has presented a STUDENT VISA.” This section opens up when the box is checked.

If the employee is an F-1 student:
Leave the expiration date of the I-94 blank.
Check the box that says “The employee has presented a STUDENT VISA” and complete this paragraph as follows:
Form type: I-20
Visa type F-1
Visa Number: SEVIS number from upper right of I-20, above the bar code (N plus 10 digits).

If the employee is a J-1 Exchange Visitor:
Leave the expiration date of the I-94 blank.
Check the box that says “The employee has presented a STUDENT VISA” (even if the category is something other than student, such as Research Scholar, Professor etc.) and complete this paragraph as follows:
Form type: DS-2019
Visa type J-1
Visa Number: SEVIS number from upper right of DS-2019, above the bar code (N plus 10 digits).

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.

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.
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 #8 document, so the required information should be written on List C.

**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.”
   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-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. Select each document’s title, and enter issuing authority, number and expiration date in Section 2
I. Enter the start date in Section 2
J. Electronically sign and date the I-9 Form with the current date (done automatically), even if it is more than three days after the start date
K. Follow up within 90 days when an employee presents a receipt instead of the document; enter document information in Section 3, sign and date
L. Follow up with employees whose work authorization will expire in 90 days upon receipt of the E-I-9 System reminder
M. Complete the reverification before the original work authorization expires
N. Retain I-9 Forms for three years after the start date or one year after termination, whichever is later
O. Review existing paper 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 or other valid I-9 document
F. Accept the old green card, the I-151 Form
G. Accept a receipt for an application for a new grant of work authorization and give the employee 90 days to present the new document
H. Continue to employ an individual whose work authorization has expired and who has not presented new proof of employment eligibility
I. Discard I-9 Forms for current employees
J. Accept any expired documents
K. Copy, scan and upload supporting documents
Checking and Correcting Existing Paper 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 paper 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 start 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 start 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. These can be used for both existing paper I-9 Forms and electronic I-9 Forms.

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 I
*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 I
*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
On department letterhead

SAMPLE LETTER A

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
NOTICE

Date

Dear ____:

We have just received an email reminder from HireRigth (which you also should have received) stating 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

s:/ohr/dept/ifss/i-9 manual.doc
SAMPLE DOCUMENTS
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 only 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 the status of your case. We will notify you by mail, and show in our systems, when we make a decision on this case or when we need something from you. We will send you a notice of receipt, and notify you of any other actions we take on this case. You may check the status of your case by using our online case status tool, as described above.

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 becomes available before they can apply for the next step to apply for an immigrant visa or adjustment to lawful permanent residence. To help allocate resources, USCIS may wait to process Forms I-130 until closer to the time when a visa becomes available. Nevertheless, USCIS processes forms I-130 in time not to delay relatives ability to enter the United States or 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, 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 UCAS action.
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 92670-0111
Customer Service Telephone: (800) 375-5283
Form I-797A (Rev. 09/07/93)N
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR (J-1) STATUS

U.S. Department of State

1. Family Name: ORTIZ
   First Name: Julio
   Middle Name: Emilio
   Gender: MALE
   N005263307

2. Legal Permanent Residence Country Code: BRAZIL
   Legal Permanent Residence Country: BR
   Country of Birth: BRAZIL
   Citizenship Country: BRAZIL
   Citizenship Code: 213
   Position: UNIVERSITY TEACHING STAFF INCLUDING RESEARCHERS
   U.S. Address: 21 N. Park Street
   Suite 5101
   Madison, WI 53715-1218
   Exchange Visitor Program Number: F-1-00295
   Participating Program Official Description:
   PROFFESSOR; RESEARCH SCHOLAR; SHORT-TERM SCHOLAR; SPECIALIST; STUDENT ASSOCIATE; STUDENT BACHELORS; STUDENT DOCTORATE; STUDENT MASTERS; STUDENT NON-DEGREE

3. Program Cover Period:
   From (mm-dd-yyyy): 07-01-2008
   To (mm-dd-yyyy): 08-13-2008

4. Exchange Visitor Category:
   SHORT-TERM SCHOLAR

5. During the period covered by this form, the total estimated financial support (U.S. $) is to be provided to the exchange visitor by:
   CURRENT PROGRAM SPONSOR FUND(S): $7,000.00
   TOTAL: $7,000.00

   Signature of Responsible Officer or Alternate Responsible Officer:
   Alternate Responsible Officer: Kimberly Maday
   Name of Official Preparing Form:
   21 North Park Street, Suite 5101
   Madison, WI 53715
   Date (mm-dd-yyyy): 06-08-2008

7. Statement of Responsible Officer for Releasing Sponsor (FOR TRANSFER OF PROGRAMS):
   Effective date (mm-dd-yyyy): 06-08-2008
   Transfer of this exchange visitor from program number
   sponsored by the program specified in item 3 is necessary or highly desirable and in conformity with the objectives of the Mutual Educational and Cultural Exchange Act of 1961, as amended.

8. Statement of Responsible Officer or Alternate Responsible Officer:
   PRELIMINARY ENDORSEMENT OF CONSULAR OR DOMICILIATION OFFICER REGARDING SECTION 212(c) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-484, AS AMENDED (SEE ITEM I(T) OF PAGE 2):
   The Exchange Visitor is in the above program:
   1. out subject to the two-year residence requirement.
   2. Subject to two-year residence requirement based on:
      A. Government financing and/or
      B. The Exchange Visitor Schedules List and/or
      C. PL 94-484 in amended
   Signature of Consular or Immigration Officer:
   THE U.S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING 212(c).

EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statement on item 7 on page 2 of this document.

Signature of Applicant: Julio Emilio Ortiz
Place: BELO HORIZONTE, MG, BRAZIL
Date (mm-dd-yyyy): 05-05-2008

Signature of Applicant: Julio Emilio Ortiz
Place: BELO HORIZONTE, MG, BRAZIL
Date (mm-dd-yyyy): 05-05-2008

Signature of Applicant: Julio Emilio Ortiz
Place: BELO HORIZONTE, MG, BRAZIL
Date (mm-dd-yyyy): 05-05-2008

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Place: BELO HORIZONTE, MG, BRAZIL
Date (mm-dd-yyyy): 05-05-2008

Signature of Applicant: Julio Emilio Ortiz
Place: BELO HORIZONTE, MG, BRAZIL
Date (mm-dd-yyyy): 05-05-2008
U.S. Department of Justice
Immigration and Naturalization Service
Certificate of Eligibility for Nonimmigrant (F-1) Student
Status - For Academic and Language Students (OMB NO. 1115-0051)

Page 1

Please read instructions on Page 2
This page must be completed and signed in the U.S. by a designated school official.

1. Family Name (surname):
First (given) Name:
Country of birth:
Date of birth (month/day/year):
Country of citizenship:
Admission number:

2. School (School district) name:
University of Wisconsin System
University of Wisconsin-Madison
School Official to be notified of student's arrival in U.S. (Name and Title):
Stephanie Cowan
International Student Advisor
School address (include zip code):
217 Red Gym
726 Langdon Street
Madison, WI 53706-1400
School code (including 3-digit suffix, if any) and approval date:
S002402125000 approved on 02/19/2003

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 08/27/2003 and complete studies not later than 09/30/2007.
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) to be:
   a. Tuition and fees $ 3,228.00
   b. Living expenses $ 14,564.00
   c. Expenses of dependents (0) $ 0.00
   d. Other (specify) $ 0.00
   Total $ 17,792.00

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 $ 17,792.00
      Specify type: UW Graduate Assistantship
   c. Funds from another source $ 0.00
      Specify type:
   d. On-campus employment $ 0.00
      Total $ 17,792.00

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
   International Student Advisor
   Name of School Official
   Signature of Designated School Official
   Title
   Date Issued
   Place Issued (city and state)

11. Student Certification: I have read and agreed 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.

   J O H N S M I T H
   Name of Student
   Signature of Student
   Date

Form I-20 A-B (Rev. 04-27-88)N

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

For Official Use Only
Microfilm Index Number

I - 20
### Lists of Acceptable Documents

All documents must be unexpired

<table>
<thead>
<tr>
<th>LIST A</th>
<th>LIST B</th>
<th>LIST C</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Documents that Establish Both Identity and Employment Authorization</strong></td>
<td><strong>Documents that Establish Identity</strong></td>
<td><strong>Documents that Establish Employment Authorization</strong></td>
</tr>
<tr>
<td>1. U.S. Passport or U.S. Passport Card</td>
<td>1. Driver’s license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
<td>1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States</td>
</tr>
<tr>
<td>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
<td>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</td>
<td>2. Certification of Birth Abroad issued by the Department of State (Form FS-545)</td>
</tr>
<tr>
<td>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</td>
<td>3. School ID card with a photograph</td>
<td>3. Certification of Report of Birth issued by the Department of State (Form DS-1350)</td>
</tr>
<tr>
<td>4. Employment Authorization Document that contains a photograph (Form I-766)</td>
<td>4. Voter’s registration card</td>
<td>4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</td>
</tr>
<tr>
<td>5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport 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</td>
<td>5. U.S. Military card or draft record</td>
<td>5. Native American tribal document</td>
</tr>
<tr>
<td>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</td>
<td>6. Military dependent’s ID card</td>
<td>6. U.S. Citizen ID Card (Form I-197)</td>
</tr>
<tr>
<td></td>
<td>7. U.S. Coast Guard Merchant Mariner Card</td>
<td>7. Identification Card for Use of Resident Citizen in the United States (Form I-179)</td>
</tr>
<tr>
<td></td>
<td>8. Native American tribal document</td>
<td></td>
</tr>
<tr>
<td></td>
<td>For persons under age 18 who are unable to present a document listed above:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10. School record or report card</td>
<td></td>
</tr>
<tr>
<td></td>
<td>11. Clinic, doctor, or hospital record</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12. Day-care or nursery school record</td>
<td></td>
</tr>
</tbody>
</table>

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)
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.

The following illustrations in this Handbook do not necessarily reflect the actual size of the documents.
**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.

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**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 an 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**

Upon endorsement serves as temporary I-551 evidencing permanent residence for 1 year.

**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.

![Employment Authorization Document (Form I-766) front and back](image)

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**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 also 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.

Passport from the Federated States of Micronesia
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.

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.
List C—Documents That Establish Employment Authorization Only

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)
Form DS-2019 Accompanied by Form I-94 or 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
Case Verification Number:

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

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: ___________________________ Middle Initial: ___________________________ Maiden Name: ___________________________

Test 1 Test

Address (Street Name and Number) 123 Main St.

City Madison

State Wisconsin

Zip Code 53703

Social Security # ****-**-1111

Date of Birth (month/day/year) **/**/****

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):

[X] 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) ___________________________

Employer's Signature ___________________________ Test 1 Test 1

Date (month/day/year) 12/03/2010

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) 12/03/2010

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

Document title: ___________________________ Issuing authority: ___________________________ Social Security Account Number: ___________________________

Driver's License Wisconsin Department of Transportation

Expiration Date (if any): 12/31/2019

Social Security Administration

****-**-1111

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) 12/03/2010 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 ___________________________ Print Name ___________________________ Title ___________________________

Deborah Ahlstedt Director, IJESS

Business or Organization Name and Address (Street Name and Number, City, State, Zip Code) University of Wisconsin 21 N. Park St., Suite 5101, Madison, Wisconsin, 53715

Date (month/day/year) 12/03/2010

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
Employment Eligibility Verification - Employer Review & Verification

Fields marked with an "*" are required.

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 in the Acceptable Documents form on the left, and record the title, number and expiration date, if any, of the document(s).

Document B

Document Title: Driver's license
State: Wisconsin
Issuing Authority: WI Dept. of Transportation
Document #: A423-1905-45-8
Expiration Date (if any): 12/31/2019

Document C

Document Title: 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
Issuing Authority: Social Security Administration
Document #: 111-11-1111
Expiration Date (if any): mm/dd/yyyy

Employment Information

☐ 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 the date listed below and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.) *

☐ I understand that I am using electronic means to sign this document, and I consent to signing this document electronically. *

☐ I understand that by typing my information below, I am certifying that I am the person identified by this information, and that my providing this information and clicking the "electronically sign" button below will constitute my electronic signature. *

Employee Start Date: 12/17/2010
Business Name: University of Wisconsin
Your Name: Deborah Ahlstedt
Title: Director, IFSS
Email Address: dahlstedt@ohr.wisc.edu

Business Address

Address: 21 N. Park St., Suite 5101
City: Madison
State: Wisconsin
Zip/Postal Code: 53715

[Sign] [Decline]
WISCONSIN DRIVER LICENSE
REGULAR

DID: A423-1605- 45-8 DOB: 1/1/85
Issued: 11-29-02  Expire: 12/31/19
Class D Endorsements None Restrictions None
Sex F Hair BRO Eyes GRN Height 5'00" Weight 095

Test Test1
123 Main St.
Madison, WI 53703

ORGAN DONOR

SOCIAL SECURITY
ACCOUNT NUMBER

111-11-1111
HAS BEEN ESTABLISHED FOR
Test Test1

SIGNATURE Test Test1
FOR SOCIAL SECURITY AND TAX PURPOSES—NOT FOR IDENTIFICATION
Case Verification Number:

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

OMB No. 1615-0047; Expires 08/31/12
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>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Name: Last</td>
<td>Test</td>
</tr>
<tr>
<td>First</td>
<td>Test</td>
</tr>
<tr>
<td>Middle Initial</td>
<td>Maiden Name</td>
</tr>
<tr>
<td>Address (Street Name and Number)</td>
<td>Apt. #</td>
</tr>
<tr>
<td>123 Main St.</td>
<td>Date of Birth (month/day/year)</td>
</tr>
<tr>
<td>City</td>
<td>Madison</td>
</tr>
<tr>
<td>State</td>
<td>Wisconsin</td>
</tr>
<tr>
<td>Zip Code</td>
<td>53703</td>
</tr>
<tr>
<td>Social Security #</td>
<td>****-**-1111</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
[X] 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)
Test Test 7 12/17/2010

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 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>Document title: U.S. Passport</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issuing authority: MB Corp.</td>
</tr>
<tr>
<td>Department of State</td>
</tr>
<tr>
<td>Document #: 123456789</td>
</tr>
<tr>
<td>Expiration Date (if any): 12/18/2017</td>
</tr>
<tr>
<td>Document #:</td>
</tr>
<tr>
<td>Expiration Date (if any):</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) 12/17/2010 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 Date (month/day/year)
Deborah Ahlstedt Director, IFSS
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code)
University of Wisconsin 21 N. Park St., Suite 5101, Madison, Wisconsin, 53715

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
Employment Eligibility Verification - Employer Review & Verification

Fields marked with an * are required

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 in the Acceptable Documents form on the left, and record the title, number and expiration date, if any, of the document(s).

List A

Document A

Document Title: U.S. Passport
Issuing Authority: US Govt - Department of State
Document #: 123456789
Expiration Date (if any): 12/16/2017

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 the date listed below and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment).

I understand that I am using electronic means to sign this document, and I consent to signing this document electronically.

I understand that by typing my information below, I am certifying that I am the person identified by this information, and that my providing this information and clicking the "Electronically Sign" button below will constitute my electronic signature.

Employee Start Date: 12/17/2010
Business Name: University of Wisconsin
Your Name: Deborah Ahlstedt
Title: Director, IFSS
Email Address: dahlstedt@ohr.wisc.edu

Business Address: 21 N. Park St., Suite 5101
City: Madison
State: Wisconsin
Zip/Postal Code: 53715

Electronically Sign
Decline

**Case Verification Number:**

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

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: Last</th>
<th>First</th>
<th>Middle Initial</th>
<th>Maiden Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test2</td>
<td>Test</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>123 Main St.</td>
<td></td>
<td><strong>/</strong>/****</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>Wisconsin</td>
<td>53703</td>
<td>*<strong>-</strong>-1111</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 #) A123456789  
[ ] An alien authorized to work (Alien # or Admission #)  

until expiration date, if applicable - month/day/year

<table>
<thead>
<tr>
<th>Employer's Signature</th>
<th>Date (month/day/year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Test2</td>
<td>12/06/2010</td>
</tr>
</tbody>
</table>

### 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

<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)).

#### List A

<table>
<thead>
<tr>
<th>Document title: Permanent Resident Card</th>
<th>OR</th>
<th>List B</th>
<th>AND</th>
<th>List C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issuing authority: USCIS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document #: L090123123245</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expiration Date (if any): 10/10/2020</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 **12/10/2010** 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**  
Deborah Ahlstedt  
Print Name  
Title  
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code)  
University of Wisconsin  
21 N. Park St., Suite 5101, Madison, Wisconsin, 53715  
Date (month/day/year)

### 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>
</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.

**Signature of Employer or Authorized Representative**  
Date (month/day/year)

Permanent Resident
Employment Eligibility Verification - Employer Review & Verification

Fields marked with an * are required

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 in the Acceptable Documents form on the left, and record the title, number and expiration date, if any, of the document(s).

List A

List B & C

Document A

Document Title: Permanent Resident Card

Issuing Authority: USCIS

Document #: L1N1012312345

Expiration Date (if any): 10/10/2020

Employment Information

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 the date listed below and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment). *

I understand that I am using electronic means to sign this document, and I consent to signing this document electronically. *

I understand that by typing my information below, I am certifying that I am the person identified by this information, and that my providing this information and clicking the "Electronically Sign" button below will constitute my electronic signature. *

You have entered an employment start date that is in the future (after today). Please verify this is correct and submit the form.

Employee Start Date: 12/10/2010

Business Name: University of Wisconsin

Your Name: Deborah Ahlstedt

Title: Director, IFSS

Email Address: dahlisted@ohr.wisc.edu

Business Address:

Address: 21 N. Park St., Suite 5101

City: Madison

State: Wisconsin

Zip/Postal Code: 53715

Electronically Sign

Decline
Case Verification Number:  

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

OMB No. 1615-0047; Expires 08/31/12

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>
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<tr>
<th>Print Name: Last</th>
<th>First</th>
<th>Middle Initial</th>
<th>Maiden Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test6 Test</td>
<td></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>
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<tbody>
<tr>
<td>123 Main St.</td>
<td></td>
<td><strong>/</strong>/**</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>Wisconsin</td>
<td>53703</td>
<td>**...****111</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):  
[X] An alien authorized to work (Alien # or Admission #)  
[ ] A citizen of the United States  
[ ] A noncitizen national of the United States (see instructions)  
[ ] A lawful permanent resident (Alien #)

I certify that the information on this page is true and correct.

Employee's Signature  
Test Test 6  
Date (month/day/year)  
12/06/2010

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

<table>
<thead>
<tr>
<th>Address (Street Name and Number, City, State, Zip Code)</th>
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</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>Document title</th>
<th>OR</th>
<th>List B</th>
<th>AND</th>
<th>List C</th>
</tr>
</thead>
</table>

List A  
Employment Authorization Document that contains a photograph (Form I-766)

Issuing authority: USCIS  
Document #: L180012312345  
Expiration Date (if any): 12/31/2013

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) 12/10/2010 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  
Deborah Ahlstedt  
Print Name  
Deborah Ahlstedt  
Title  
Director, ITSS

Business or Organization Name and Address (Street Name and Number, City, State, Zip Code)  
University of Wisconsin  
21 N. Park St., Suite 5101, Madison, Wisconsin, 53715  
Date (month/day/year)  
12/06/2010

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)

Employment Authorization Document
Employment Eligibility Verification - Employer Review & Verification

Fields marked with an * are required

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 in the Acceptable Documents box on the left, and record the title, number and expiration date, if any, of the document(s).

List A

List B & C

Document A

Document Title: Employment Authorization Document that contains a photograph (Form I-766)

Issuing Authority: * USCIS

Document #: LIN1012312345

Expiration Date (if any): 12/31/2013

Document #:

Expiration Date (if any):

Please note that you must make and retain a photocopy of the I-766 or I-681 if either of these documents are presented by the employee.

☐ The employee has presented a STUDENT VISA

Employment Information

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 the date listed below and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment). *

I understand that I am using electronic means to sign this document, and I consent to signing this document electronically. *

I understand that by typing my information below, I am certifying that I am the person identified by this information, and that my providing this information and clicking the "Electronically Sign" button below will constitute my electronic signature. *

You have entered an employment start date that is in the future (after today). Please verify this is correct and submit the form.

Employee Start Date: * 12/10/2010

Business Name: * University of Wisconsin

Your Name: * Deborah Ahlstedt

Title: * Director, IFSS
danisted@ohr.wisc.edu

Email Address: *

Business Address:

Address: 21 N. Park St., Suite 5101

City: Madison

State: Wisconsin

Zip/Postal Code: 53715

Electronically Sign Decline
U.S. DEPARTMENT OF HOMELAND SECURITY, U.S. Citizenship and Immigration Services

EMPLOYMENT AUTHORIZATION CARD

The person identified is authorized to work in the U.S. for the validity of this card.

NAME  'Test6, Test
Signature Waived

A# 131711
CARD # LIN 1012312345
Birthday 05/26/1983
Category M
Country of Birth Korea
Term of Stays Student, 17 Month Stem Extension
Fingerprint not available

NOT VALID FOR REENTRY TO U.S.
CARD VALID FROM 01/01/2013 TO 12/31/2013
Case Verification Number:

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

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 __________ First __________ Middle Initial __________ Maiden Name __________

Address (Street Name and Number) 123 Main St.

City Madison State Wisconsin Zip Code 53703

Date of Birth (month/day/year) ***/***/****

Social Security # ****-**-1111

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 #) 12345678901 until (expiration date, if applicable - month/day/year) 12/31/2013

Employee's Signature __________________________ Date (month/day/year) 12/06/2010

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 __________________________ 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).)

List A __________________________ OR __________________________ List B __________________________ AND __________________________ List C __________________________

Document title: A foreign passport with Form I-94 or Form I-94A bearing the same name as the passport 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

Issuing authority: Canadian government

Document #: 60234123

Expiration Date (if any): 12/31/2010

Document #: 12345678901

Expiration Date (if any): 12/31/2012

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) 12/10/2010 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 __________________________ Print Name __________ Title __________

Deborah Ahlstedt

Business or Organization Name and Address (Street Name and Number, City, State, Zip Code) University of Wisconsin 21 N. Park St., Suite 5101, Madison, Wisconsin, 53715

Date (month/day/year) 12/06/2010

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

A. New Name (if applicable) __________________________ B. Date ofhire (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) __________________________

TN Trade NAFTA
Employment Eligibility Verification - Employer Review & Verification

Fields marked with an * are required

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 in the Acceptable Documents form on the left, and record the type, number and expiration date, if any, of the document(s).

Document A

Document Title: A foreign passport with Form I-94 or Form I-94A bearing the same name as the passport 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

Issuing Authority: Canadian government
Passport #: G0234123
Expiration Date (if any): 12 / 31 / 2020
I-94 Document #: 12345678901
Expiration Date (if any): 12 / 31 / 2012

The employee has presented a STUDENT VISA

Employment Information

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 the date listed below and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)

I understand that I am using electronic means to sign this document, and I consent to signing this document electronically.

I understand that by typing my information below, I am certifying that I am the person identified by this information, and that my providing this information and clicking the "electronically Sign" button below will constitute my electronic signature.

You have entered an employment start date that is in the future (after today). Please verify this is correct and submit the form.

Employee Start Date: 12 / 10 / 2010
Business Name: University of Wisconsin
Your Name: Deborah Athlestad
Title: Director, IFSS
Email Address: dahlisted@ohr.wisc.edu

Business Address

Address: 21 N. Park St., Suite 5101
City:
State: Wisconsin
Zip/Postal Code: 53715

[ ] Electronically Sign [ ] Decline
Case Verification Number:

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

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 Test4 First Test Middle Initial Test Maiden Name Test

Address (Street Name and Number)
123 Main St.

City Madison
State Wisconsin
Zip Code 53703

Date of Birth (month/day/year) **/**/**

Apt. #

Social Security # ****-**-1111

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):

[X] An alien authorized to work (Alien # or Admission #) 12345678901 until (expiration date, if applicable - month/day/year) 12/31/2011

Employee's Signature
Date (month/day/year) 12/10/2010

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) Test Test4

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).)

Document title: A foreign passport with Form I-94 or Form I-94A bearing the same name as the passport 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. Issuing authority: Chinese government.

Document #: 8456123
Expiration Date (if any): 03/12/2019

Document #: 12345678901
Expiration Date (if any): 12/31/2011

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) 12/30/2010 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
Deborah Ahlstedt

Print Name
Deborah Ahlstedt

Title Director, FSS

Business or Organization Name and Address (Street Name and Number, City, State, Zip Code) University of Wisconsin 21 N. Park St., Suite 5101, Madison, Wisconsin, 53715

Date (month/day/year) 12/30/2010

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)

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)

H-1B
Employment Eligibility Verification - Employer Review & Verification

Fields marked with an * are required

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 in the Acceptable Documents, form on the left, and record the title, number and expiration date, if any, of the document(s).

List A

List B & C

Document A

Document Title: A foreign passport with Form I-94 or Form I-94A bearing the same name as the passport 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.

Issuing Authority: Chinese government

Passport #: 8456123

Expiration Date (if any): 03/12/2019

I-94 Document #: 12345678901

Expiration Date (if any): 12/31/2011

☐ The employer has presented a STUDENT VISA

Employment Information

☐ 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 the date listed below and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may until the date the employee began employment.)

☐ I understand that I am using electronic means to sign this document, and I consent to signing this document electronically.

☐ I understand that by typing my information below, I am certifying that I am the person identified by this information, and that my providing this information and clicking the "Electronically Sign" button below will constitute my electronic signature.

Employee Start Date: 12/10/2010

Business Name: University of Wisconsin

Your Name: Deborah Ahlstedt

Title: Director, IFSS

E-mail Address: dahlstedt@ohr.wisc.edu

Business Address:

Address: 21 N. Park St., Suite 5101

City: Madison

State: Wisconsin

Zip/Postal Code: 53715

Electronically Sign

Decline

https://ows01.hireright.com/oseserv/1.do?sessionid=13CB283FEC756F480BBF7B5E86... 12/10/2010
Notice Type: Amended Approval Notice
Class: H1B
Valid from 01/01/2011 to 12/31/2011

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 92607-0111
Customer Service Telephone: (800) 375-5283
Form I-797A (Rev. 09/07/93)N
Case Verification Number: [Redacted]

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

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: Last</th>
<th>First</th>
<th>Middle Initial</th>
<th>Maiden Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test5</td>
<td>Test5</td>
<td>Test5</td>
<td>Test5</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>123 Main St.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

City State Zip Code Social Security #
Madison Wisconsin 53703 12345678901

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
| [X] A noncitizen national of the United States (see instructions)
| [ ] A lawful permanent resident (Alien #)
| [X] An alien authorized to work (Alien # or Admission #) 12345678901

until (expiration date, if applicable - month/day/year) 12/31/2013

Employee's Signature Date (month/day/year)
Test Test5 12/31/2010

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

<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 one 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>List B</th>
<th>AND</th>
<th>List C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document title: A foreign passport with Form I-94 or Form I-94A bearing the same name as the passport 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.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document #: P672345</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expiration Date (if any): 06/13/2014</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document #: 12345678901</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expiration Date (if any):</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) 12/31/2010 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>Deborah Ahlstedt</td>
<td>Director, IFSS</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>University of Wisconsin 21 N. Park St., Suite 5101, Madison, Wisconsin, 53715</td>
<td>12/17/2010</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>B. Date of rehire (month/day/year) (if applicable)</th>
</tr>
</thead>
</table>

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.

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

J-1 Exchange Visitor, F-1 student done same way
Employment Eligibility Verification - Employer Review & Verification

Fields marked with * are required

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 in the Acceptable Documents form on the left and record the issue, number and expiration date. If any of the document(s):

List A

List B & C

Document A

Document Title: A foreign passport with Form I-94 or Form I-94A bearing the same name as the passport 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

Passport #: F075345

Expiration Date (if any): 06-13-2014

I-94 Document #: 12345678901

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

The employee has presented a STUDENT VISA

Form Type DS-2019

Document Number N0001234567

Visa Type J-1

Expiration Date: 12-31-2013

Employment Information

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 the date listed above and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)*

I understand that I am using electronic means to sign this document and I consent to signing this document electronically.*

I understand that by typing my information below, I am certifying that I am the person identified by this information, and that my providing this information and clicking the "Electronically Sign" button below will constitute my electronic signature.*

Employee Start Date: 12/17/2010

Business Name: University of Wisconsin

Your Name: Deborah Ahlstedt

Title: Director, IFS5

Email Address: dahla1stedt@ohr.wisc.edu

Business Address:

Address: 21 N. Park St., Suite 5101

City: Madison

State: Wisconsin

Zip/Postal Code: 53715

Electronically Sign

Decline

https://ows01.hireright.com/oseserv/1.do?jsessionid=9F02455AE7A7654CC7BF0C1EC17... 12/17/2010
PASSEPORT

RÉPUBLIQUE FRANÇAISE

PASSPORT

Type/Type
P

Code du pays/Country code
FRA

Numéro du Passeport/Passport no.
F678345

Nom/Cognom./Nom
Test

Pénurie d'actes/Court Wired
Test

Nationalité/Nationality (3)
Française

Sexe/sex/Sex (6)
M

Taille/Height (12)
1,78 m

Date de naissance/Date of birth (8)
01/01/1985

Lieu de naissance/Place of birth (8)
GONESSE (93)

Date de délivrance/Date of issue (7)
14-06-2004

Signature/Signature (2)
FILE PRETTY DES BOUCHES DU RHÔNE - M. REGOUTTE

Date d'expiration/Date of expiry (8)
13-06-2014

Passeport à l'état de l'enfant/Test5, Test

04DI816374FRA8002239M1406137<<<<<<<<<<<<<00
<table>
<thead>
<tr>
<th>14. Family Name</th>
<th></th>
<th>16. Birth Date (Day/Mo/Yr)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Test5</strong></td>
<td></td>
<td><strong>01/01/1985</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>15. First (Given) Name</th>
<th>17. Country of Citizenship</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Test5</strong></td>
<td><strong>FR</strong></td>
</tr>
</tbody>
</table>

CBP Form I-94 (10/04)
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR (J-1) STATUS

Test

01/01/1985

FRANCE

213

UNIVERSITY TEACHING STAFF INCLUDING RESEARCHERS

Primary Site of Activity: 21 N. Park Street
Suite 5101
Madison, WI 53715-1218

Attorney Name:

J-1

United States of America

City of Birth:
Bonnecaze

Country of Birth: FRANCE

Country Code:

FR

Position Code:

213

FRANCE

University of Wisconsin-Madison

Program Sponsor:

Exchange Visitor Program Number:
P-1-00105

U.S. DEPARTMENT OF STATE/DHS USE OR CERTIFICATION BY RESPONSIBLE OFFICER OR ALTERNATE RESPONSIBLE OFFICER THAT A NOTIFICATION COPY OF THIS FORM HAS BEEN PROVIDED TO THE U.S. DEPARTMENT OF STATE (INCLUDE DATE).

Kimberly Naday

Alternate Responsible Office

Name of Official Preparing Form
21 North Park Street, Suite 5101
Madison, WI 53715

Title
608-265-2257

Telephone Number
10-13-2008

Date

Signature of Responsible Office or Alternate Responsible Office

Preliminary endorsement of consular or immigration officer regarding section 212(e) of the IMMIGRATION AND NATIONALITY ACT AND PL 94-484, as amended. (See Item 3 of Page 2)

The Exchange Visitor in the above program:

1. No subject to the two-year residence requirement.

2. Subject to two-year residence requirement based on:
   A. Government financing and/or
   B. The Exchange Visitor Skills List and/or
   C. PL 94-484 as amended

Michael J. Young
VICE CONSUL OF THE UNITED STATES OF AMERICA

Date
12-08-2008

Place

Signature of Consular or Immigration Officer

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

EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statement in item 7 on page 2 of this document.

Signature of Applicant

JPD-1-0

Date
10-25-2008

Place