

Instructions for Completing the I-9 Form for International Employees

International faculty, staff and students may be employed at Tufts in several different visa categories. Employment visas most often used for faculty and staff are J-1, H-1B and TN. Visas most often used for students are F-1 and J-1. Both American citizen and international employees must complete the Form I-9 (Employee Employment Verification Form) in order to establish proof of **identity** and **employment** eligibility.

(Note: Employers cannot specify which of the acceptable documents employees present to establish identity and employment authorization.)

F-1 Students

Most students will present an **I-20** Certificate of Eligibility (endorsed by Tufts International Office) in combination with an **I-94** Arrival/Departure card and an **unexpired foreign passport**. Information contained on these **three** documents can be used to complete the I-9 form as follows:

Section 1 – Information attesting to the work authorization expiration date is (item #5) on the I-20. The Admission # is the eleven digit number on the I-94.

Section 2 – Lines 1-4 (List A) are completed using the foreign passport page (not the VISA). Information to complete the last two lines is obtained from the I-94 card. If the I-94 card states “DS” (duration of status) you must look at the I-20 for the work authorization expiration date (item #5).

If another form of identification (List B) or employment eligibility (List C) is presented, record the information as specified from the List of Acceptable Documents on page 3 of the I-9 form. Please note that a social security card that has any restriction (e.g. “for work only”, “for DHS or INS work authorization only”) is not an acceptable List C document.

J-1 Visitors (Student, Scholars, Professors)

Most J-1 visa holders will present a **DS-2019** Certificate of Eligibility in combination with an **I-94** card and an **unexpired foreign passport**. Information contained on these documents can be used to complete the I-9 form as follows:

Section 1 – Information attesting to the work authorization expiration date is (item #3) on the DS-2019. The Admission # is the eleven digit number on the I-94.

Section 2 – Lines 1-4 (List A) are completed using the foreign passport page (not the VISA). Information to complete the last two lines is obtained from the I-94. If the I-94 card states “DS” (duration of status) you must look at the DS-2019 for the work authorization expiration date (item #3).

If another form of identification (List B) or employment eligibility (List C) is presented, record the information as specified from the List of Acceptable Documents on page 3 of the I-9 form. Please note that a social security card that has any restriction (e.g. “for work only”, “for DHS or INS work authorization only”) is not an acceptable List C document.

Other VISA Categories

TN (Trade visas for Canada and Mexico) and **H1-B** (Specialty Occupations)

These foreign nationals will usually present an **I-797A** in conjunction with an **I-94** and an **unexpired foreign passport**. Information contained on these **three** documents can be used to complete the I-9 form as follows:

Section 1 – Information attesting to work authorization expiration date is noted on the I-797A. The Admission # is the eleven digit number on the I-94.

Section 2 – Lines 1-4 (List A) are completed using the foreign passport (not the VISA). Information to complete the last two lines is obtained from the I-94. If the I-94 card states “DS” (duration of status) you must look at the I-797A for the work authorization expiration date.

If another form of identification (List B) or employment eligibility (List C) is presented, record the information as specified from the List of Acceptable Documents on page 3 of the I-9 form. Please note that a social security card that has any restriction (e.g. “for work only”, “for DHS or INS work authorization only”) is not an acceptable List C document.

An **Example** of a completed I-9 form is attached to assist you in completing the form. To comply with federal guidelines, it is important that the information be accurate and complete (including required signatures and dates).