

**From:** [bounce-107847429-57309561@list.cornell.edu](mailto:bounce-107847429-57309561@list.cornell.edu) [<mailto:bounce-107847429-57309561@list.cornell.edu>] **On Behalf Of** Nicole C. Waterman

**Sent:** Tuesday, August 20, 2013 4:40 PM

**To:** SES-L

**Subject:** Reviewing the Form I-9

Attachment: [Example of I-9 with I-94 information](#)

Good afternoon,

In anticipation of the increased volume of I-9's being completed for student hires in the upcoming weeks, we are happy to inform you that we have added staff solely for the purpose of reviewing and processing I-9's. During this time, we are committed to staying within a 1-2 business day turnaround from the time that the I-9 has been received by our office, to the time that it has been processed and entered into the PeopleSoft system – OR - to when an email notification is sent to the individual who signed in Section 2 as the Employer or Authorized Representative of the employing department, if the I-9 is incomplete or completed incorrectly. **For quicker processing, we recommend faxing the completed I-9 to our office at 607-255-5022.**

Were you aware that at least one third of all I-9's submitted to our office are returned for correction? As such, we strongly recommend that you review the I-9 immediately after completion to avoid common mistakes, before submitting it to our office for review/processing.

***What to look for:***

**In Section 1**

Did the student.....

- ✔ Enter their last name, first name, and middle initial (if they have a middle name);
- ✔ Enter any other names used – or “N/A” if they had no other legal names;
- ✔ Enter a complete address – (street number and name, apartment number if applicable, city or town, state, and zip code) – a P.O. Box is not an acceptable address;
- ✔ Enter their complete date of birth - mm/dd/yyyy;
- ✔ Social Security Number, email address, and telephone number are not required – so if those fields have been left blank, that is acceptable;
- ✔ Check one of the four boxes attesting to their status;
  - If the box for “A noncitizen national” was selected, you would want to confirm with the student if they in fact are a noncitizen national (noncitizen nationals of the United States 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), or if they are here instead on a visa. If the student is here on a visa, then they are an alien authorized to work.
  - If the box for “A lawful permanent resident” is selected, the student's Alien Registration Number/UCSIC Number must also be noted on the line provided.
  - If the box for “An alien authorized to work” is selected, the student must include the work until date on the line provided.

- Aliens whose employment authorization does not expire, such as refugees, asylees, and certain citizens of the Federation States of Micronesia, the Republic of the Marshall Islands, or Palau, may write “N/A” on that line.
- For aliens authorized to work, their Alien Registration Number/USCIS Number OR Form I-94 Admission Number must also be noted on the appropriate line provided.
- If the Form I-94 Admission Number is provided, the student must also note their foreign passport number and country of issuance (or “N/A”) on the lines provided.

If the student obtained their admission number from Customs and Boarder Protection in connection to their arrival in the United States, then he/she would also need to record information on the appropriate lines of the I-9 form in Section 1 of his/her foreign passport number and country of issuance.

If the student obtained their admission number from the U.S. Citizenship and Immigration Services within the United States, or he/she entered the United States without a foreign passport, he/she must write “N/A” in the Foreign Passport Number and Country of Issuance fields.

- ☑ Sign and date in the Signature of Employee and Date fields?

If any of Section 1 was completed by a preparer or translator, that individual must certify that he or she assisted the student by completing the Preparer and/or Translator Certification Block. If multiple preparers and/or translators were required, subsequent preparers and/or translators must complete the Preparer/Translator Certification of a second Form I-9 and attach that page to the originally completed Form I-9.

## In Section 2:

Did you.....

- ☑ Enter the students last name, first name and middle initial (if one was provided in Section 1);
- ☑ Note acceptable documentation under List A, or List B and List C;
  - Please be sure that you are noting the acceptable documentation under the correct list section!
- ☑ Include the employee’s first date of employment;
- ☑ Sign and date in the Signature of Employer or Authorized Representative and Date fields;
- ☑ Include your title, last and first name, business or organization name and complete address?

When a submitted I-9 is incomplete, or completed incorrectly, our office will return the form (via interoffice mail) to the individual who signed in Section 2 as the Employer or Authorized Representative of the employing department, for correction. The incomplete or incorrect area(s) of the I-9 will be identified, and must be corrected and resubmitted to our office for further review before it will be entered into the PeopleSoft system. As I mentioned above, we will also follow up with an email

notification to the employer or authorized representative of the employing department, letting them know that the I-9 is in the process of being returned, and why.

***I-94 Information Reminder and Update:***

U.S. Customs and Border Protection (CBP) published an interim final rule in the Federal Register to automate Form I-94, Arrival/Departure Record. Form I-94 provides nonimmigrants evidence that they have been lawfully admitted to the United States. The interim final rule, effective on April 26, 2013, streamlines the admissions process for nonimmigrants arriving to the United States. Affected nonimmigrants traveling to the United States by air or sea will no longer need to fill out a paper Form I-94. However, individuals who go through secondary inspection, such as asylees, refugees, and parolees, will be provided a paper copy of Form I-94 by a CBP officer.

*What does this mean with regard to when we are completing I-9's for students?*

If a student selects that they are an alien authorized to work in Section 1 of their I-9, they have to provide their Alien Registration Number/USCIS Number OR Form I-94 Admissions Number and the work until date in the appropriate area in Section 1. If that student then provides a foreign passport as their proof of identity and employment authorization, the employing department must additionally document the I-94 and I-20 information/expiration dates in Section 2 under List A. If the student no longer has the paper copy of the form I-94 (example below is what you may be used to seeing stapled within the students foreign passport):

Departure Number 0000000000 00

OMB No. 1651-0111

I-94 Departure Record

ADMITTED TO THE UNITED STATES  
APR 20 2011  
F-1  
D/S  
student I-94

14. Family Name  
S T U D E N T

15. First (Given) Name  
I M A

16. Birth Date (Day/Mo/Yr)  
0 1 0 1 7 0

17. Country of Citizenship  
A N Y C O U N T R Y

See Other Side

CBP Form I-94 (10/04)  
STAPLE HERE

the student would have to go onto the U.S. Customs and Border Protection site (using Internet Explorer) to find their I-94 admission number and information (if the student is having trouble accessing their I-94 admission number and information online, then they can call 1-888-464-4218 (Monday – Friday, 8:30am

– 5:00pm EST) for assistance). The student would need to download the I-94 information and show that to the employing department in part of completion of their I-9. The image below is an example of the I-94 admission number and information as it is viewable online through the U.S. Customs and Border Protection site (please note that for students on an F1 visa, the Admit Unit Date may show as D/S – which means duration of study).



The screenshot shows the U.S. Customs and Border Protection website. At the top left is the department's seal. The header reads "U.S. Customs and Border Protection" with the tagline "Securing America's Borders". Below the header are two tabs: "Get I-94 Number" and "I-94 FAQ". The "I-94 FAQ" tab is selected. The main content area is titled "Admission (I-94) Number Retrieval". It displays the following information:

- Admission (I-94) Record Number: 69000888062
- Admit Until Date (MM/DD/YYYY): 10/10/2012
- Details provided on Admission(I-94) form:
  - Family Name: LI
  - First (Given) Name: LYDIA
  - Birth Date (MM/DD/YYYY): 01/01/1990
  - Passport Number: P123123213
  - Passport Country of Issuance: Mexico
  - Date of Entry (MM/DD/YYYY): 04/11/2012
  - Class of Admission: B1

The Admit Until Date information is what is used as the “expiration date” for the I-94 when completing the I-9. Attached is an example of how the I-94 information is to be included by the student in Section 1, and by the employing department in Section 2.

#### ***A Reminder of who completes the I-9?***

All students (unless they are here on a visa other than F1) are to complete the I-9 with the employing department. If the student is here on a visa other than F1, then the student would need to confirm their employment eligibility and complete the I-9 form through the International Students and Scholars Office.

Please share this information with all faculty and staff who complete I-9's with students in your department/unit

If you have any questions, please feel free to contact our office at [sesemp@cornell.edu](mailto:sesemp@cornell.edu).

Thank you,  
Nicole Waterman  
Student Employment Advisor  
Office of Financial Aid and Student Employment  
203 Day Hall  
Ithaca, NY 14853  
Ph: 607-255-9060  
Fax: 607-255-5022