



Handbook for Employers

Guidance for Completing Form I-9
(Employment Eligibility Verification Form)



U.S. Citizenship
and Immigration
Services

M-274 (Rev. 03/08/13) N

(J-1) Status. Exchange visitors come to the United States for a specific period of time to participate in a particular program or activity, as described on their Form DS-2019. Only J-1 exchange visitors may use Form DS-2019 for employment when such employment is part of their program. Currently, the Department of State designates public and private entities to act as exchange sponsors for the following programs:

Table 2: Exchange Visitor Programs

EXCHANGE VISITOR PROGRAMS
SECONDARY STUDENT
ASSOCIATE DEGREE STUDENT
BACHELOR'S DEGREE STUDENT
MASTER'S DEGREE STUDENT
DOCTORAL STUDENT
NON-DEGREE STUDENT
STUDENT INTERN
TRAINEE (SPECIALTY)
TRAINEE (NON-SPECIALTY)
TEACHER
PROFESSOR
INTERNATIONAL VISITOR
ALIEN PHYSICIAN
GOVERNMENT VISITOR
RESEARCH SCHOLAR
SHORT-TERM SCHOLAR
SPECIALIST
CAMP COUNSELOR
SUMMER WORK/TRAVEL
AU PAIR
TRAINEE
INTERN
Pilot Programs
Summer work/travel: Australia
Summer work/travel: New Zealand
Intern work/travel: Ireland
Work/English Study/travel: South Korea

High school or secondary school students and international visitors are not authorized to work.

Other J-1 students may be authorized by their responsible officer for part-time on-campus employment pursuant to the terms of a scholarship, fellowship, or assistantship or off-campus employment based on serious, urgent, unforeseen economic circumstances as authorized the responsible officer of the school. J-1 students may also be authorized for a maximum of 18 months (or, for Ph.D. students, a maximum of 36 months) of practical training during or immediately after their studies. J-1 practical training includes paid off-campus employment and/or unpaid internships that are part of a J-1 student's program of study. The J-1 student's responsible officer must authorize employment in writing for practical training. Special rules apply to student interns.

Employment for other J-1 exchange visitors is sometimes job- and site-specific or limited to a few months.

For more information about these categories and their employment authorization, please contact the responsible officer whose name and telephone number are on Form DS-2019 or the U.S. Department of State's website at www.exchanges.state.gov.

USCIS does not issue Employment Authorization Documents (Forms I-766) to J-1 exchange visitors. However, they are issued several other documents that, when presented in combination, are acceptable under List A of Form I-9: unexpired foreign passport, Form I-94/Form I-94A and Form DS-2019. If the employee presents this combination of documents when completing Form I-9, ensure that he or she enters his or her admission number from Form I-94/ I-94A in Section 1.

You should enter in Section 2 (or Section 3 if reverifying) under List A the exchange visitor's:

- Unexpired foreign passport number, issuing authority, and passport expiration date,
- 11-digit Form I-94/Form I-94A number and its expiration date (including duration of status, which is indicated on the card as "D/S"), and the
- Form DS-2019 number (SEVIS number) and expiration date of employment authorization listed on the form.

Some exchange visitors may extend their status. If you have questions about any exchange visitor's continued employment authorization, contact the responsible

officer whose name and telephone number are on Form DS-2019.

Dependents of a J-1 exchange visitor are classified as J-2 nonimmigrants and are only authorized to work if USCIS has issued them an Employment Authorization Document (Form I-766). A J-2 nonimmigrant's foreign passport and Form I-94/Form I-94A are not evidence of identity and employment authorization for purposes of Form I-9.

F-1 and M-1 Nonimmigrant Students

Foreign students pursuing academic studies and/or language training programs are classified as F-1 nonimmigrants, while foreign students pursuing nonacademic or vocational studies are classified as M-1 nonimmigrants. Designated school officials at certified schools issue Form I-20, *Certificate of Eligibility for Nonimmigrant (F-1)/(M-1) Students*.

F-1 nonimmigrant foreign students may be eligible to work under certain conditions. There are several types of employment authorization for students, including:

1. On-campus employment,
2. Curricular practical training,
3. Off-campus employment based on severe economic hardship,
4. Employment sponsored by an international organization, and
5. Optional practical training (OPT).

On-campus employment does not require designated school official or DHS approval but is limited to 20 hours a week when school is in session. On-campus employment must be performed on the school's premises (including on-location commercial firms that provide services for students on campus, such as the school bookstore or cafeteria), or at an off-campus location that is educationally affiliated with the school. Employment with on-site commercial firms, such as a construction company that builds a school building, is not deemed on-campus employment if it does not provide direct student services. For more information about on-campus employment, you should contact the Student and Exchange Visitor Program (SEVP) at www.ice.gov. The

F-1 student's unexpired foreign passport in combination with his or her Form I-94/Form I-94A indicating F-1 nonimmigrant status would qualify as a List A document for Form I-9 purposes.

Curricular practical training allows students to accept paid alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school. The curricular practical training program must be an integral part of the curriculum of the student's degree program. The designated school official must authorize curricular practical training. The following documents establish the student's identity and employment authorization for Form I-9 purposes and should be entered in Section 2 under List A of Form I-9:

- The student's foreign passport;
- Form I-20 with the designated school official's endorsement for employment on page 3; and
- A valid Form I-94/Form I-94A indicating F-1 nonimmigrant status.

Ensure that the student enters his or her admission number from Form I-94/Form I-94A in Section 1.

For the other types of employment available to eligible foreign students, employment authorization must be granted by USCIS, and will be evidenced by an Employment Authorization Document (Form I-766) issued by USCIS.

Border commuter students who enter the United States with an F-1 visa may only work as part of their curricular practical training or post-completion practical training.

M-1 students may only accept employment if it is part of a practical training program after completion of their course of study. USCIS will issue the Employment Authorization Document (Form I-766) with authorization granted for a maximum period of six months of full-time practical training, depending on the length of the students' full-time study.

The dependents of F-1 and M-1 foreign students will have an F-2 or M-2 visa and are not eligible for employment authorization.

Section 1. Employee Information and Attestation <i>(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)</i>					
Last Name (Family Name) Tres		First Name (Given Name) Michelle		Middle Initial S	Other Names Used (if any) N/A
Address (Street Number and Name) 789 N. Main Street		Apt. Number 2B	City or Town Collegeville		State MD Zip Code 12345
Date of Birth (mm/dd/yyyy) 07/21/1994	U.S. Social Security Number 000-00-0000	E-mail Address michelletres@email.com			Telephone Number (301) 123-4567
<p>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.</p> <p>I attest, under penalty of perjury, that I am (check one of the following):</p> <p><input type="checkbox"/> A citizen of the United States</p> <p><input type="checkbox"/> A noncitizen national of the United States <i>(See instructions)</i></p> <p><input type="checkbox"/> A lawful permanent resident (Alien Registration Number/USCIS Number): _____</p> <p><input checked="" type="checkbox"/> An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) <u> </u> ^{D/S} <u> </u>. Some aliens may write "N/A" in this field. <i>(See instructions)</i></p> <p><i>For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:</i></p> <p>1. Alien Registration Number/USCIS Number: _____</p> <p style="text-align: center;">OR</p> <p>2. Form I-94 Admission Number: <u>0 0 0 0 0 0 0 0 0 0 0</u></p> <p>If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:</p> <p>Foreign Passport Number: #00XX00000 _____</p> <p>Country of Issuance: <u>France</u> _____</p> <p>Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. <i>(See instructions)</i></p>					
<p>1</p> <p>Signature of Employee: <i>Michelle S. Tres</i></p>				<p>2</p> <p>Date (mm/dd/yyyy): 06/30/2013</p>	
<p>3-D Barcode Do Not Write in This Space</p>					

Figure 7: Completing Section 1 of Form I-9 for Students in Curricular Practical Training

- 1** Student completes Section 1 and enters his or her 11-digit Form I-94/Form I-94A number.
- 2** Student signs and dates the form.

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)

1 Employee Last Name, First Name and Middle Initial from Section 1: Tres, Michelle S

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title: <u>French Passport</u>		Document Title:		Document Title:
Issuing Authority: <u>France</u>		Issuing Authority:		Issuing Authority:
Document Number: <u>#00XX00000</u>		Document Number:		Document Number:
Expiration Date (if any)(mm/dd/yyyy): <u>05/13/2020</u>		Expiration Date (if any)(mm/dd/yyyy):		Expiration Date (if any)(mm/dd/yyyy):
Document Title: <u>I-94</u>				
Issuing Authority: <u>DHS</u>				
Document Number: <u>0000000000</u>				
Expiration Date (if any)(mm/dd/yyyy): <u>D/S</u>				
Document Title: <u>Form I-20</u>				
Issuing Authority: <u>DHS</u>				
Document Number: <u>N000000000</u>				
Expiration Date (if any)(mm/dd/yyyy): <u>06/30/2015</u>				

3-D Barcode
Do Not Write in This Space

Certification

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

3 The employee's first day of employment (mm/dd/yyyy): 06/30/2013 (See instructions for exemptions.)

Signature of Employer or Authorized Representative <u>Timothy Hardy</u>	Date (mm/dd/yyyy) <u>07/01/2013</u>	Title of Employer or Authorized Representative <u>Store Manager</u>
Last Name (Family Name) <u>Hardy</u>	First Name (Given Name) <u>Timothy</u>	Employer's Business or Organization Name <u>Campus Bookstore</u>
Employer's Business or Organization Address (Street Number and Name) <u>456 Campus Way</u>	City or Town <u>Collegeville</u>	State <u>MD</u>
		Zip Code <u>12345</u>

Figure 8: Completing Section 2 of Form I-9 for Students in Curricular Practical Training

- 1 Enter the student's name from Section 1 at the top of Section 2.
- 2 Enter the student's foreign passport number, Form I-94/Form I-94A and Form I-20 that specifies that you are his or her approved employer as shown.
- 3 Enter the date employment began.
- 4 Employer or authorized representative attests to physically examining the documents provided by signing and dating the signature and date fields.
- 5 Enter the business name and address.

**Optional Practical Training (OPT) for F-1 Students—
EAD required**

OPT provides practical experience in an F-1 academic student’s major area of study. An F-1 academic student may engage in OPT while studying and may work up to 20 hours per week while school is in session and full-time (20 or more hours per week) when school is not in session. After completing their course of study, students also may engage in OPT for work experience. USCIS may authorize an F-1 academic student to have up to 12

months of OPT upon completion of his or her degree program. Some F-1 students may be eligible for an extension of their OPT, as described below.

The designated school official must update Form I-20 to show that he or she has recommended OPT and to show the date employment can begin. OPT employment must be directly related to the student’s field of study noted on Form I-20. The student cannot begin OPT until USCIS has granted his or her application for employment authorization.

1

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.)

Last Name (Family Name) Louis	First Name (Given Name) Paul	Middle Initial W	Other Names Used (if any) N/A	
Address (Street Number and Name) 123 University Street		Apt. Number F	City or Town Collegeville	State MD
Zip Code 12345	Date of Birth (mm/dd/yyyy) 03/02/1994	U.S. Social Security Number 000-00-0000	E-mail Address paullois@email.com	Telephone Number (301) 765-4321

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 Registration Number/USCIS Number): _____

An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) 08/31/2015. Some aliens may write "N/A" in this field. (See instructions)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number **OR** Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: 1 2 3 4 5 6 7 8 9

OR

2. Form I-94 Admission Number: _____

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: _____

Country of Issuance: _____

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions)

3-D Barcode
Do Not Write in This Space

2

Signature of Employee: <u>Paul W. Louis</u>	Date (mm/dd/yyyy): <u>06/30/2013</u>
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Figure 9: Completing Section 1 of Form I-9 for F-1 Nonimmigrant Students with OPT

- 1** F-1 nonimmigrant student completes Section 1.
- 2** Student signs and dates the form.

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)

1 Employee Last Name, First Name and Middle Initial from Section 1: Louis, Paul W

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title: EAD		Document Title:		Document Title:
Issuing Authority: DHS		Issuing Authority:		Issuing Authority:
Document Number: XXX000000000		Document Number:		Document Number:
Expiration Date (if any)(mm/dd/yyyy): 08/31/2015		Expiration Date (if any)(mm/dd/yyyy):		Expiration Date (if any)(mm/dd/yyyy):
Document Title:		<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: auto;"> 3-D Barcode Do Not Write in This Space </div>		
Issuing Authority:				
Document Number:				
Expiration Date (if any)(mm/dd/yyyy):				
Document Title:				
Issuing Authority:				
Document Number:				
Expiration Date (if any)(mm/dd/yyyy):				

2

Certification

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

3 The employee's first day of employment (mm/dd/yyyy): 06/30/2013 (See instructions for exemptions.)

4 Signature of Employer or Authorized Representative <i>Timothy Hardy</i>	Date (mm/dd/yyyy) 06/30/2013	Title of Employer or Authorized Representative Project Manager	
Last Name (Family Name) Hardy	First Name (Given Name) Timothy	Employer's Business or Organization Name Computer Technology, Inc.	
5 Employer's Business or Organization Address (Street Number and Name) 456 Linux Avenue	City or Town Windowsville	State MD	Zip Code 12345

Figure 10: Completing Section 2 of Form I-9 for F-1 Nonimmigrant Students with OPT

- 1** Enter the student's name from Section 1 at the top of Section 2.
- 2** Enter the student's Employment Authorization Document (Form I-766) as shown.
- 3** Enter date employment began.
- 4** Employer or authorized representative attests to physically examining the documents provided by signing and dating the signature and date fields.
- 5** Enter the business name and address.

F-1 OPT STEM Extension

An F-1 academic student who received a bachelor's, master's, or doctoral degree in science, technology, engineering, or mathematics (STEM) may apply for a one-time 17-month extension of his or her OPT. To qualify, a student must have completed a degree included in the DHS STEM Designated Degree Program List found on ICE's website at www.ice.gov/sevis/stemlist.htm. You must be enrolled in E-Verify in good standing and provide your E-Verify company identification number to the student for the student to apply to USCIS for the STEM extension using Form I-765, *Application for Employment Authorization*. A STEM student may change employers, but the new employer must be enrolled in E-Verify before the student begins work for pay.

If the student's Employment Authorization Document (Form I-766) expires while his or her STEM extension application is pending, he or she is authorized to work until USCIS makes a decision on his or her application, but not more than 180 days from the date the student's initial OPT Employment Authorization Document (Form I-766) expires.

The student's expired Employment Authorization Document (Form I-766), together with his or her Form I-20 endorsed by the designated school official recommending the STEM extension are acceptable proof of identity and employment authorization for Form I-9 purposes. Enter these documents in Section 2 under List A of Form I-9. You should reverify employment authorization no later than 180 days from the expiration date of the previous Employment Authorization Document (Form I-766).

Cap-Gap

F-1 students who seek to change to H-1B status may be eligible for a cap-gap extension of status and employment authorization through September 30 of the calendar year for which the H-1B petition is being filed, but only if the H-1B status will begin on October 1. The term cap-gap refers to the period between the time a nonimmigrant's F-1 student status would ordinarily end and his or her H-1B status begins. If you employ an F-1 nonimmigrant student in OPT and you filed an H-1B petition for that student, he or she may be able to continue working beyond the expiration date on his or her OPT Employment Authorization Document (Form I-766) while the petition is pending.

There are two types of cap-gap extensions:

1. Extensions of status only.

If a student is in F-1 status when you file an H-1B petition with an October 1 start date, but the student is not currently participating in OPT, the student will receive a cap-gap extension of his or her F-1 status, but will not be authorized to work until USCIS approves the H-1B petition and the H-1B status begins on October 1.

2. Extensions of F-1 status and OPT.

If a student is in F-1 status when you file an H-1B petition with an October 1 start date and the student is currently participating in post-completion OPT, the student will receive an automatic cap-gap extension of both his or her F-1 student status and his or her authorized period of post-completion OPT. If the H-1B petition is selected and approved, the student will remain authorized to work as an F-1 student with OPT through September 30.

The student's expired OPT Employment Authorization Document (Form I-766), along with Form I-20, which shows that the cap-gap extension was endorsed by the student's designated school official, would qualify as a List A document. You should enter these documents in Section 2 under List A (or Section 3 if reverifying) of Form I-9. These documents are acceptable for establishing employment authorization through September 30 of the year in which you filed the H-1B petition or until the H-1B petition is rejected, denied, or withdrawn. You must reverify employment authorization when the Form I-20 cap-gap endorsement expires but not later than October 1.

H-1B Specialty Occupations

U.S. businesses use the H-1B program to temporarily employ foreign workers in a specialty occupation that requires theoretical or technical expertise in a certain field, such as science, engineering or computer programming. As a U.S. employer, you may submit a Form I-129, *Petition for a Nonimmigrant Worker*, to USCIS for nonimmigrants who have certain skills, provided those individuals meet established requirements. You must also include an approved Form ETA 9035, *Labor Certification Application*, with Form I-129.

A newly hired employee with H-1B classification

If USCIS approves your petition, you will receive Form I-797, Notice of Approval, from USCIS, which indicates that the foreign worker has been approved for H-1B status. Once your employee begins working for you, you must complete a Form I-9 for this employee.

Part Eight

Acceptable Documents for Verifying Employment Authorization and Identity

The following documents have been designated as acceptable for Form I-9 to establish an employee's employment authorization and identity. The comprehensive Lists of Acceptable Documents can be found on the next pages of this Handbook and on the last page of Form I-9. Samples of many of the acceptable documents appear on the following pages.

To establish both identity and employment authorization, a person must present to his or her employer a document or combination of documents, if applicable, from List A, which shows both identity and employment authorization; or one document from List B, which shows only identity, and one document from List C, which shows only employment authorization.

If a person is unable to present the required document(s) within three business days of the date work for pay begins, he or she must present an acceptable receipt within that time. The person then must present the actual document when the receipt period ends. The person must

have indicated on or before the time employment began, by having checked an appropriate box in Section 1, that he or she is already authorized to be employed in the United States. Receipts showing that a person has applied for an initial grant of employment authorization, or for renewal of employment authorization, are not acceptable. Receipts are also not acceptable if employment is for fewer than three business days.

The following pages show the most recent versions and representative images of some of the various acceptable documents on the list. These images can assist you in your review of the document presented to you. These pages are not, however, comprehensive. In some cases, many variations of a particular document exist and new versions may be published subsequent to the publication date of this Handbook. Keep in mind that USCIS does not expect you to be a document expert. You are expected to accept documents that reasonably appear to be genuine and to relate to the person presenting them. For a list of acceptable receipts for Form I-9, see Table 1 in Part Two.

LIST A: Documents That Establish Both Identity and Employment Authorization

All documents must be unexpired.

1. U.S. Passport or Passport Card
2. Permanent Resident Card or Alien Registration Receipt 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 (MRIV)
4. Employment Authorization Document (Card) that 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 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
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

LIST B: Documents That Establish Identity

All documents must be unexpired.

For individuals 18 years of age or older:

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
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 card with a photograph
4. Voter's registration card

5. U.S. military card or draft record
6. Military dependent's ID card
7. U.S. 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 Authorization

All documents must be unexpired.

1. A Social Security Account Number card unless the card includes one of the following restrictions:
 - (1) NOT VALID FOR EMPLOYMENT
 - (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION
 - (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION

NOTE: A copy (such as a metal or plastic reproduction) is not acceptable.
2. Certification of Birth Abroad issued by the U.S. Department of State (Form FS-545)
3. Certification of Report of Birth issued by the U.S. Department of State (Form DS-1350)
4. Original or certified copy of a birth certificate issued by a state, county, municipal authority, or outlying possession of the United States bearing an official seal
5. Native American tribal document
6. U.S. Citizen Identification Card (Form I-197)
7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
8. Employment authorization document issued by DHS

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

Form I-94 or Form I-94A for F-1 nonimmigrant students must be accompanied by a Form I-20, Certificate of Eligibility for Nonimmigrant Students, 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 OPT period.

(See Form I-94 on next page.)

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

U.S. Department of Justice
Immigration and Naturalization Service
Certificate of Eligibility for Nonimmigrant (F-1) Student
Status - For Academic and Language Students. (DS-160) (11/13/2011)

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

A. Public Name (Surname):
First (Given) Name: Middle Name:
Country of birth: Date of birth (month/year):
Country of citizenship: Additional number:

B. School (Designated) Name:
School Official to be notified of student's arrival in U.S. (Name and Title):
School address (include zip code):
School code (including 4-digit suffix, if any) and approval date:
Approval on: _____

3. This certificate is issued to the student named above for:
4. Level of education the student is pursuing or will pursue in the United States:

5. The student named above has been accepted for a full course of study at this school, requiring at least 12 credit hours per semester. The student is obligated to report to the school no later than _____ months after the start of the school year.

6. Employment:
a. Living Expenses: \$ _____
b. Degree of Dependence: \$ _____
c. Other (Specify): \$ _____
Total: \$ _____

7. This school certifies that the student's average score for the previous school year is:
a. Total score: _____
b. Living Expenses: \$ _____
c. Degree of Dependence: \$ _____
d. Other (Specify): \$ _____
Total: \$ _____

8. This school has information showing the following as the student's source of support, estimated for an academic term of months (Use the same number of months given in item 7):
a. Funds from this school: _____
b. Funds from other sources: _____
c. Funds from other sources: _____
d. On-campus employment: _____
Total: _____

9. 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 intended this form to be used 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, interview, or other records of arrival 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(a)(5)(i), I am a designated official of the above named school and am authorized to issue this form.

Name of School Official: _____ Signature of Designated School Official: _____ Title: _____ Date Issued: _____ Place Issued (to the end item): _____

10. 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 unless specifically to me and in true and correct to the best of my knowledge. I certify that I will be in compliance with the United States laws, regulations, and policy 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 214.2(a) to determine my nonimmigrant status.

Name of Student: _____ Signature of Student: _____ Title: _____

State of parent or guardian: _____ Signature of parent or guardian: _____ Address (city): _____ (State or Province) (Country): _____ (Zip): _____

Form I-20 A, B (Rev. 04-27-09)

Form DS-2019 Accompanied by Form I-94 or Form I-94A

Nonimmigrant exchange visitors (J-1) must have a Form I-94 or Form I-94A accompanied by an unexpired Form DS-2019, Certificate of Eligibility for Exchange Visitor (J-1) Status, 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 officer.

(See Form I-94 on next page.)

Form DS-2019 Accompanied by Form I-94 or Form I-94A

U.S. Department of State
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR (J-1) STATUS
Form DS-2019 (Rev. 10-14-2011)

1. APPLICANT INFORMATION:
Name: _____
Date of Birth: _____
Country of Birth: _____
Country of Residence: _____
Address: _____
Telephone: _____

2. SPONSOR INFORMATION:
Name: _____
Address: _____
Telephone: _____

3. PROGRAM INFORMATION:
Program Name: _____
Start Date: _____
End Date: _____
Sponsor's Signature: _____

4. SIGNATURE OF RESPONSIBLE OFFICER:
Name: _____
Title: _____
Signature: _____

5. STATEMENT OF RESPONSIBILITY:
I, the undersigned, certify that the information provided on this form is true and correct to the best of my knowledge and belief, and that I am a designated official of the above named school and am authorized to issue this form.

6. SIGNATURE OF APPLICANT:
Name: _____
Signature: _____

7. STATEMENT OF APPLICANT:
I have read and agree to comply with the terms and conditions of my admission and those of any extension of stay as specified on page 2 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 214.2(a) to determine my nonimmigrant status.

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

CBP and sometimes USCIS issue arrival-departure records to nonimmigrants. 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

Departure Number OMB No. 1651-0111

000000000 00

I-94
Departure Record

Sample
APR 20 2011
Class: F-1
Until: D/S

14. Family Name	
S T U D E N T	
15. First (Given) Name	16. Birth Date (Day/Mo/Yr)
I M A	0 1 0 1 7 0
17. Country of Citizenship	
A N Y C O U N T R Y	

CBP Form I-94 (10/04)
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See Other Side

Form I-94 Arrival/Departure Record

presented with documents that Form I-9 specifies are valid only when Form I-94 or Form 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 Form I-94A.

Departure Number

813106636 11

Department of Homeland Security
CBP I-94A (11/04)
Departure Record

L1
12345
APR 17 2007
Class: L1
Until: D/S

Family Name	
SAMPLE	
First (Given) Name	Birth Date (Day Mo. Yr)
AHMET	22, 12, 50
Country of Citizenship	
PAKISTAN	

20041122 US-VISIT 20050207 MULTIPLE

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Form I-94A Arrival/Departure Record

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 FSM or RMI passports accompanied by a Form I-94 or Form I-94A indicating nonimmigrant admission under the CFA, which are acceptable documents under List A. The exact notation on Form I-94 or Form I-94A may vary and is subject to change. The notation on Form I-94 or Form I-94A typically states "CFA/FSM" for an FSM citizen and "CFA/MIS" for an RMI citizen.

Passports from the Federated States of Micronesia and the Republic of the Marshall Islands

List C — Documents That Establish Employment Authorization Only

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

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.

U.S. Social Security Card



Certifications of Birth 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)



REMEMBER:

1. Hiring employees without complying with the employment eligibility verification requirements is a violation of the employer sanctions laws.
2. This law requires employees hired after November 6, 1986, to present documentation that establishes identity and employment authorization. Employers must record this information on Forms I-9.
3. Employers may not discriminate against employees on the basis of national origin or citizenship status.



**U.S. Citizenship
and Immigration
Services**

www.uscis.gov ♦ 1 800 375 5283