I-9 QUICK TIP GUIDE

Deadlines and Fines

Section 1 of the Form I-9 must be completed by the employee by the hire date.
Section 2 of the Form I-9 must be completed by the verifier, with the employee present (photocopies are NOT allowed), within three days of the hire date.

Fines for knowingly hiring and continuing to employ unauthorized workers range from $573 to $20,130 per violation, with repeat offenders receiving penalties, at the higher end. Penalties for substantive violations, which includes failing to produce a Form I-9, range from $230 to $2,292 per violation.

Employee Accepts Offer Of Employment

On or Before The Hire Date

• Employee Completes Section 1
  • This can be done Remotely or in the Presence of the Guardian User

Within Three Business Days of the Hire Date

• Guardian user completes Section 2 or;
  • Authorized Agent completes Section 2 if the Form I-9 is completed remotely

If the Work Authorization Expires

• Guardian User Must add and complete a Section 3

Start Day | Section 2 Completed by
---|---
Monday → Thursday
Thursday → Tuesday
Completing a Paper Form I-9

Texas A&M University utilizes the LawLogix Guardian I-9 and E-Verify software application to complete and manage its Form I-9 and E-Verify responsibilities. Paper Form I-9s should only be used as a last resource when the Guardian system is not available. If you are completing a Paper Form I-9, always use the most up to date Form. The paper forms must be uploaded to Guardian within three business days of hire to submit the case to E-Verify.

Prior to completing Section 2, Review Section 1 Answers
Texas A&M University Remote Hire Process

Use these forms to submit requests for Remote Hire Processes:
Form to Request a Remote Section 1 Only
Form to Request a Remote Form I-9 Process Using an Authorized Agent (Both Section 1 and Section 2 are completed via a unique link)
**Supporting Documents**

View the complete List of acceptable documents for further information. All documents must be originals. Only certified copies of birth certificates can be accepted.

The table below lists the documents needed to complete the Form I-9 for Foreign Employees who are legally authorized to work in the United States.

<table>
<thead>
<tr>
<th>Most Common List A Documents by Status</th>
<th>Section 2 Supporting Documents Samples</th>
</tr>
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<tbody>
<tr>
<td>Students F-1 Status</td>
<td></td>
</tr>
<tr>
<td>• Foreign Passport</td>
<td>Foreign Passport:</td>
</tr>
<tr>
<td>• I-94</td>
<td>Issuing Authority (country)</td>
</tr>
<tr>
<td>• Form I-20</td>
<td>Passport #</td>
</tr>
<tr>
<td>Use the same documents for Reverification</td>
<td>Passport Expiration Date (mm/dd/yyyy)</td>
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<td>I-94:</td>
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<td>I-94 #</td>
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<td>I-94 Admit Until Date (Document states 'D/S')</td>
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<td></td>
<td>I-20 F-1:</td>
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<tr>
<td></td>
<td>I-20 # (SEVIS ID)</td>
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<tr>
<td></td>
<td>I-20 Expiration date (Program End Date)</td>
</tr>
<tr>
<td>F1-CPT</td>
<td>J-1 Status</td>
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<td>------------</td>
</tr>
</tbody>
</table>
| • Foreign Passport  
  • I-94  
  • I-20 (page 2) | • Foreign Passport  
  • I-94  
  • Form DS-2019 | • Foreign Passport  
  • I-94 OR  
  • Form I-797 (which contains I-94 at the bottom left corner) |
| Same as above | Same as above | Foreign Passport:  
  Issuing Authority (country)  
  Passport #  
  Passport Expiration Date (mm/dd/yyyy) |
| Same as above | Same as above | I-94:  
  I-94 #  
  I-94 Admit Until Date |
| I-20 F-1-CPT:  
  I-20 #  
  I-20 Expiration date (Page 2 of I-20 End Date) | DS-2019:  
  DS-2019/SEVIS #  
  DS-2019 Expiration Date (Box 3: Form Coverage Period To mm/dd/yyyy:) | I-797 (Issued for specific employment and department at UNR):  
  I-94 #  
  I-94 Admit Until Date |
| | | | |
When employees change their status, they are not authorized to work while their immigration case is pending. Employees must be terminated or placed in leave of absence without pay.

If employees apply for extension of their current status, they can continue to work while their case is pending. Review Extensions of Stay for Other Nonimmigrant Categories