



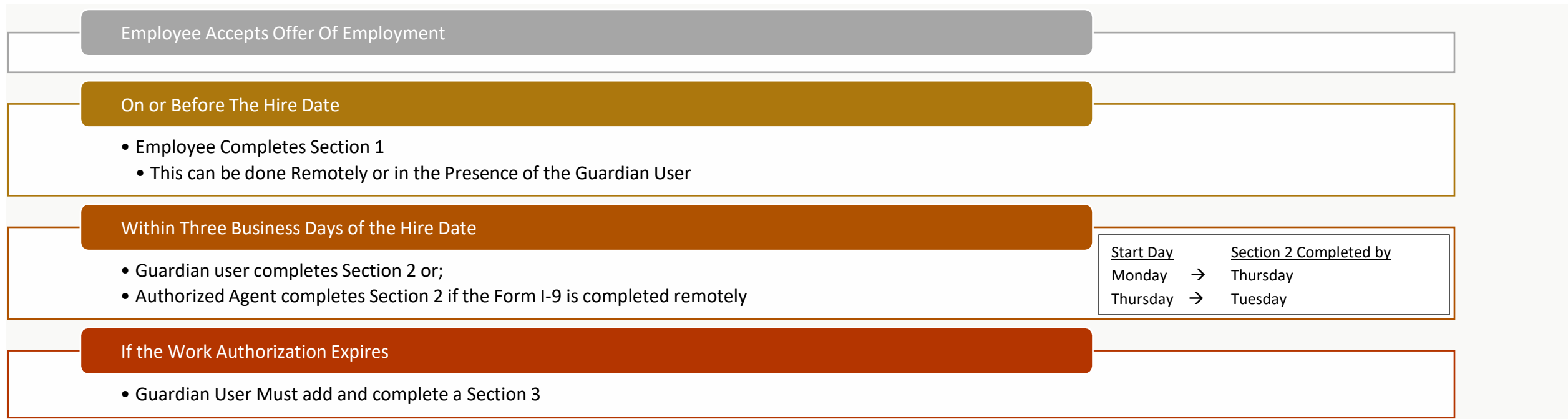
I-9 QUICK TIP GUIDE

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.



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

Review the I-9 Information entered by the employee. Ensure that the fields are entered correctly, including the attestation section, and work authorization if applicable. This is particularly important for Foreign Employees. The correct Format for the date should be Month/Day/Year.

The screenshot displays the I-9 form interface. At the top, a grey banner contains instructions: "Review the I-9 Information entered by the employee. Ensure that the fields are entered correctly, including the attestation section, and work authorization if applicable. This is particularly important for Foreign Employees. The correct Format for the date should be Month/Day/Year." Below this, the form is divided into several sections. On the left, a box titled "Employer / Agent Review and Verification" includes an information icon and a red circle around the link "[Review Section 1 Answers]". The main area is titled "Section I Responses" and contains the following information: Last Name: Andrews, First Name: Robert, Middle Initial: N/A, Other Names Used: N/A, Date of Birth: 01/01/1969, and Social Security No.: 799-45-2857. Below this is the "Attestation" section with radio buttons for "US Citizen", "Noncitizen National of the US", "Lawful Permanent Resident", and "An Alien Authorized to Work Until". The "Authorized to Work until:" field is empty, and the "Alien no.:" and "I-94 Admission no.:" fields are both set to "N/A". To the right, a box labeled "Electronic I-9" is visible. Below the attestation section, the form is divided into "List A Identity and Employment Authorization" and "List C Employment Authorization" sections, each with fields for Document Title, Issuing Authority, Document Number, and Expiration Date. A note on the right side of the form states: "You must physically examine one 'Document'" and "Immigration Status".

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](#)


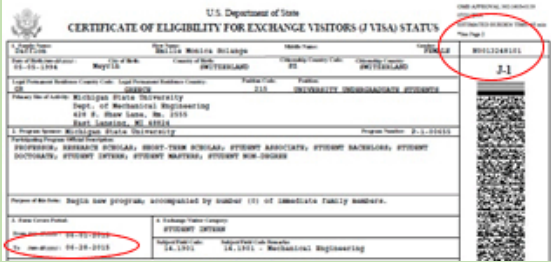

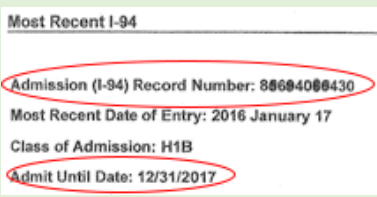
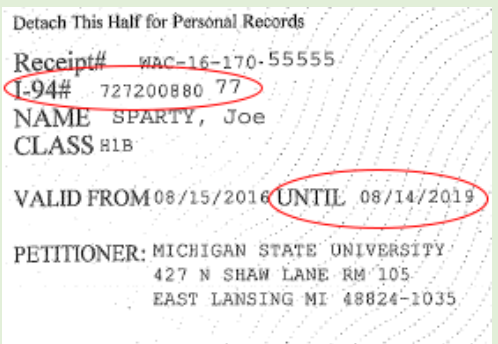
[Form to Request a Remote Form I-9 Process Using an Authorized Agent \(Both Section 1 and Section 2 are completed via a unique link\)](#)

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.

Most Common List A Documents by Status		Section 2 Supporting Documents Samples		
Students F-1 Status	<ul style="list-style-type: none"> Foreign Passport I-94 Form I-20 	Foreign Passport: Issuing Authority (country) Passport # Passport Expiration Date (mm/dd/yyyy)	I-94: I-94 # I-94 Admit Until Date (Document states 'D/S')	I-20 F-1: I-20 # (SEVIS ID) I-20 Expiration date (Program End Date)
	Use the same documents for Reverification			

<p>F1-CPT</p>	<ul style="list-style-type: none"> Foreign Passport I-94 I-20 (page 2) <p>Same as above</p>	<p>Same as above</p>	<p>I-20 F-1-CPT: I-20 # I-20 Expiration date (Page 2 of I-20 End Date)</p> 
<p>J-1 Status</p>	<ul style="list-style-type: none"> Foreign Passport I-94 Form DS-2019 <p>Same as above</p>	<p>Same as above</p>	<p>DS-2019: DS-2019/SEVIS # DS-2019 Expiration Date (Box 3: Form Coverage Period To mm/dd/yyyy:)</p> 
<p>H-1B Status</p>	<ul style="list-style-type: none"> Foreign Passport I-94 Or Form I-797 (which contains I-94 at the bottom left corner) <p>Foreign Passport: Issuing Authority (country) Passport # Passport Expiration Date (mm/dd/yyyy)</p> 	<p>I-94: I-94 # I-94 Admit Until Date</p> <p>Most Recent I-94</p> <p>Admission (I-94) Record Number: 88684080430 Most Recent Date of Entry: 2016 January 17 Class of Admission: H1B Admit Until Date: 12/31/2017</p> 	<p>I-797 (Issued for specific employment and department at UNR): I-94 # I-94 Admit Until Date</p> <p>Detach This Half for Personal Records</p> <p>Receipt# WAC-16-170-55555 I-94# 727200880 77 NAME SPARTY, Joe CLASS H1B</p> <p>VALID FROM 08/15/2016 UNTIL 08/14/2019</p> <p>PETITIONER: MICHIGAN STATE UNIVERSITY 427 N SHAW LANE RM 105 EAST LANSING MI 48824-1035</p> 

<p>F1-OPT (C03B) J-2 (C05) Status Adjustment Permanent Residency (C09)</p>	<ul style="list-style-type: none"> • Employment Authorization Document 	<p>Form I-766 - Employment Authorization: Document that contains photo: Document # (Card#) Expiration Date (Card Expires mm/dd/yyyy) Alien # (USCIS#)</p>		
<p>Lawful Permanent Resident</p>	<ul style="list-style-type: none"> • Permanent Resident Card Form I-551 	<p>Form I-551: Permanent resident number — is located on the bottom of the back of the card, in the first line of a long string of 90 characters.#</p>		<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Do Not Re-verify Work Authorization for Permanent Resident Card Holders</p> </div>
<p>Note</p>	<ul style="list-style-type: none"> • Restricted Social Security Cards 	<p>An Annotated Social Security Card CANNOT be used as a supporting document for the Form I-9. These are considered restricted for Form I-9 purposes.</p>		

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](#)