



**EMPLOYMENT ELIGIBILITY VERIFICATION, FORM I-9,
FOR
STUDENTS IN F-1 STATUS**

Purpose

This handout is designed for F-1 students. It explains the purpose of Form I-9, "Employment Eligibility Verification," and offers suggestions on how to complete it.

Form I-9, "Employment Eligibility Verification"

Every employer in the United States must require each new employee to prove that he or she is eligible to work in this country by completing Form I-9 and providing appropriate documentation. Form I-9 is available at www.uscis.gov.

Form I-9 must be completed no later than the first day of employment.

F-1 Student Work Authorization

F-1 students have a wide variety of employment opportunities available to them under two categories, "On-campus Employment" and "Off-Campus Employment." Whatever type of employment you are considering, you must first obtain the required approval for the specific employment.

On-campus employment for F-1 students is incident to status during the course of their studies and does not require any written authorization from your International Student and Scholar Services (ISSS) advisor, also known as your Designated School Official (DSO).

Curricular Practical Training (CPT) is approved by your ISSS advisor and will be on page 2 of your Form I-20.

Optional Practical Training (OPT), Work Authorization Based on Severe Economic Hardship, or Employment with an International Organization are approved by U.S. Citizenship and Immigration Services (CIS) in the form of an Employment Authorization Document (EAD).

Suggestions for Completing Form I-9

The suggestions which follow assume that you are an F-1 student and that you can produce only those documents which F-1 students normally have or can obtain. However, if you have other documents which meet the requirements of Form I-9, you are free to use them, and are not required to complete Form I-9 in the manner described below.

(Over)

Section 1. Employee Information and Verification. Section 1 asks for factual information about you, the new employee. Complete this section in full. In the part that asks for your status in this country ("I attest . . ."), check the box beside "An alien authorized to work until . . ." Then indicate the date that your work authorization will expire. In order to determine this date, refer to your F-1 documents, all three of which must be current. (The visa stamp in your passport, whether it has expired or not, and whether its category is F-1 or not, has no relevance whatever to Form I-9.)

1. **Form I-94**, your electronic record of arrival and departure in the U.S. You can obtain your I-94 at <https://i94.cbp.dhs.gov>. Form I-94 should show an expiration date of "D/S" for "Duration of Status" for your F-1 status.
2. **Form I-20**, which shows beginning and ending dates of your F-1 program.
3. **Written approval** of the specific employment, either from the DSO or CIS, including beginning and ending dates. On-campus employment for F-1 students is incident to status during the course of their studies and does not require any written authorization from the DSO or CIS.

Enter your admission number from Form I-94. Your admission number is eleven digits long, and appears as a serial number on your Form I-94. Sign and date the form in the spaces provided.

Section 2. Employer Review and Verification. On the Form I-9, there are three lists of acceptable documents. Those in List A establish **both** the identity **and** the employment eligibility of the person who wants to work. Those in List B establish **only** identity, and those in List C establish **only** employment eligibility. Your employer cannot hire you until you have completed Form I-9 accurately and appropriately, but cannot stipulate which documents are acceptable from you and which are not. Whichever documents you submit, they must be originals, not photocopies.

If, as an F-1 student, you choose to document your eligibility to work with item #5 in List A (your "foreign passport with Form I-94"), then, as attachments, you should present your passport, Form I-94, Form I-20, and written approval of the employment from your DSO or CIS, depending on the type of employment.

The employer will submit Section 2 for E-Verify.

E-Verify

If you plan to engage in [On-Campus employment](#), you must wait until ISSS has processed your [SEVIS Registration Check-In](#) (allow 5 business days for processing) prior to your first day of Employment (Hire day in the Workday system); otherwise, you will receive a "DHS Tentative Nonconfirmation (TNC)". A DHS TNC results when the information entered in E-Verify does not initially match U.S. Department of Homeland Security (DHS) records: <http://www.uscis.gov/e-verify/employers/tentative-nonconfirmations/dhs-tncs>.

In the event that you receive a TNC, please contact:

Connie A. Diaz

Office Supervisor, Student Financial Assistance and Employment

cadiaz@miami.edu

Updating Form I-9

If your authorization expires and you wish to continue your employment without interruption, consult your DSO about extending your work permission. When the permission is extended, you and your employer will have to update your original Form I-9. This must be done on or before the date your current employment authorization expires.

For further information, visit the International Student and Scholar Services (ISSS) website at www.miami.edu/iss and/or contact your ISSS Advisor at iss@miami.edu

Although your International Student and Scholar Advisor is here to assist you, it is your responsibility to maintain your immigration status. It is imperative that you familiarize yourself with the regulations that govern your status. Failure to comply with these regulations will result in the loss of your international student status and may subject you to deportation. Doc 120