Illinois Human Resources
UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

Form I-9 Completion Information for New Hires

New hires MUST contact their unit HR staff and complete Form I-9 PRIOR to working.

The University of Illinois is an E-Verify employer. As an E-Verify employer, there are special rules related to completing an I-9. Federal law requires employers to verify the identity and employment authorization of new employees and, in certain instances, to reverify that the employee is still authorized to work. As a new hire, this job aid provides instruction to complete your I-9.

FORM I-9 SECTION 1: EMPLOYEE COMPLETES

YOU MUST SIGN SECTION 1 OF YOUR I-9 ON/BEFORE YOUR FIRST DAY OF WORK.

E-Verify **REQUIRES** your US social security number be entered in section 1 of your I-9.

NOTE: Should you **NOT** have a US social security number, you must leave this field **BLANK**. Your unit HR will provide direction to apply for and obtain your US social security number. Information about applying for your US social security number can be found on the University of Illinois International Student and Scholar Services website as well.

Once you obtain your US social security number, you **MUST** contact your unit HR **IMMEDIATELY** to schedule a time to enter your US social security number in section 1 of your I-9.

FORM I-9 SECTION 2: EMPLOYER/AUTHORIZED REPRESENTATIVE COMPLETES

Documents that establish identity and employment authorization must be presented to complete section 2 of your I-9, and a list of acceptable documents may be found on the US Citizenship and Immigration Services website. **THE EMPLOYEE MUST PRESENT ORIGINAL DOCUMENT(S) TO THE UNIT HR OFFICE NO LATER THAN THREE (3) CALENDAR DAYS AFTER YOUR START DATE**.
Employees may present:

1. One document from **List A (**establishes identity **AND** employment authorization**).**

   OR
2. One document from **List B (**establishes identity **[**E-Verify requires a list B document **MUST** contain a photograph**])**, **AND** one document from **List C (**establishes employment authorization**)**.

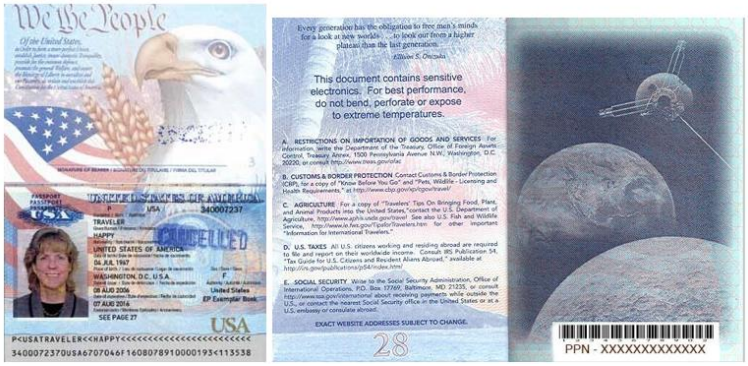
E-Verify **REQUIRES** the following documents to be scanned to section 2 of Form I-9, should they be presented; please see appendix A for examples of the documents that must be scanned:

A. US Passport (picture and barcode pages)
B. US Passport Card (front and back of the card)
C. EAD/Form I-766 (front and back of the card)
D. US Permanent Resident Card (front and back of the card)

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APPENDIX A

A. **DOCUMENT TYPE:** US Passport
REQUIRED DOCUMENT SCANS: Picture and barcode pages



B. **DOCUMENT TYPE:** US Passport Card
REQUIRED DOCUMENT SCANS: Front and back of the card



C. **DOCUMENT TYPE:** EAD/Form I-766
REQUIRED DOCUMENT SCANS: Front and back of the card



D. **DOCUMENT TYPE:** US Permanent Resident Card/Form I-551
REQUIRED DOCUMENT SCANS: Front and back of the card

