



**EMPLOYMENT ELIGIBILITY VERIFICATION, FORM I-9,
FOR EMPLOYERS OF
STUDENTS IN J-1 STATUS**

Purpose

This handout is designed for employers of J-1 students. It will provide you with an understanding of (1) what is meant by “employment eligibility verification”, (2) when a student in J-1 status must participate in this verification and (3) how the student and you may complete parts of the verification form.

Employment Eligibility Verification

Every employer in the U.S. is required to determine the work eligibility of each new employee. This is done through a document called the “Employment Eligibility Verification” form, U.S. Citizenship and Immigration Services (USCIS) Form I-9. The purpose of this form is to (1) verify the worker’s identity and (2) evaluate the employee’s eligibility to work. Form I-9 must be completed no later than the first day of employment. Each employer should have copies of this form. If you do not have the form available, you can download the form from www.uscis.gov.

Suggestions for Completing CIS Form I-9

Section 1. Employee Information and Verification. Section 1 is at the top of the form and asks for factual information about your new employee. The suggestions which follow assume that he/she is a J-1 student and that he/she can produce only documents which J-1 students normally have or can obtain. If your new employee has other documents which meet employment eligibility verification requirements, he/she is not required to use his/her J-1 documents and is not required to complete the form in the manner described below.

- a. Have the student complete this section in full.
- b. In the part of this section which asks for the student’s status in this country, the exchange student may place a check mark or an “X” in the small square beside “An alien authorized to work until...”
- c. In the blanks beside that small square, the student may enter numbers representing the month, day and year until which he/she is authorized to work. In order to determine this date, he/she should refer to the following document:

U.S. Department of State Certificate of Eligibility for Exchange Visitor (J-1) Status. The student should enter the expiration date of this document, which can be found in item #3.

- d. The student should sign and date the form in the spaces provided.

Section 2. Employer Review and Verification. You are required to complete this section of Form I-9 but the student must provide certain original documents (not photocopies) in order for it to be properly completed. On the I-9, you will find a list of acceptable documents.

While the student cannot be required to provide any particular documents, since he/she is a J-1 student, he/she can present to you the same document he/she used to determine the expiration date of his/her employment permission in Section 1. If this document was the student's Form DS-2019, he/she could also present his/her passport as identification. You may make photocopies of any documents the student presents for employment eligibility verification.

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 [I AM HERE! Arrival to UM and Enrollment Confirmation](#) (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 the student's current permission to work has an expiration date and you wish to continue to employ the student beyond that date, you must apply for an extension of his/her work permission. The Department of International Student and Scholar Services can assist you with this process if the student meets eligibility requirements for an extension. The student and you must then update the original Form I-9. This must be accomplished on or before the date his/her current employment authorization expires.

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