

## EMPLOYMENT ELIGIBILITY VERIFICATION INFORMATION FOR STUDENTS IN F-1 STATUS

Immigration regulations require that employers verify the identity and employment eligibility of individuals that are hired to work in the U.S. If you are an international student in F-1 status and have received permission to work, you must complete the **Form I-9** available at <http://www.uscis.gov/i-9> and provide your employer with additional documents to complete the hiring process. Listed below are the employment options available to F-1 students and the documents you must bring in original form to your employer's Human Resources office to satisfy the I-9 requirements. Samples of the documents are also provided for your information.

### F-1 Employment Options & I-9 Required Documents

#### *On-Campus Employment*

F-1 students must maintain their immigration status in the U.S. and enroll in a full course of study to be eligible to work on-campus. Full-time enrollment for undergraduate students equals 12 credits per semester and 9 credits for graduate students. Students are permitted to work on campus a maximum of 20 hours during the academic year and full-time (over 20 hours) when classes are not in session.

To satisfy the I-9 document requirements on **LIST A**, you must present:

- \*unexpired passport (no less than 6 months on expiration date)
- \*copy of I-94 card (or copy of passport page with U.S. entry stamp) or an electronic I-94 record retrievable at [www.cbp.gov](http://www.cbp.gov)
- \* Hunter College I-20 form with a future course completion date
- \* On-Campus Employment Verification form

#### *Curricular Practical Training (CPT)*

F-1 students engaging in Curricular Practical Training are permitted to work a maximum of 20 hours per week while still enrolled in classes and full-time when classes are not in session, with the proper ISO endorsement.

To satisfy the I-9 document requirements on **LIST A**, you must present:

- \*unexpired passport (no less than 6 months on expiration date)
- \*copy of I-94 card (or copy of passport page with U.S. entry stamp) or an electronic I-94 record retrievable at [www.cbp.gov](http://www.cbp.gov)
- \*Hunter College I-20 form endorsed by the ISO for CPT with employment dates

#### *Optional Practical Training (OPT)*

F-1 students engaging in pre-completion OPT are permitted to work a maximum of 20 hours per week while still enrolled in classes and full-time during post-completion OPT.

To satisfy the I-9 document requirements for **LIST A**, you must present:

- \*unexpired passport (no less than 6 months on expiration date)
- \*valid OPT Employment Authorization Document (EAD)



# Employment Eligibility Verification

**EmpID: 01234567** Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS  
**Form I-9**  
OMB No. 1615-0047  
Expires 03/31/2016

▶ **START HERE.** Read instructions carefully before completing this form. The instructions must be available during completion of this form.  
**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Attestation** (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name) <b>Stanford</b>		First Name (Given Name) <b>Employee</b>		Middle Initial <b>N/A</b>	Other Names Used (if any) <b>N/A</b>	
Address (Street Number and Name) <b>123 Stanford Ave.</b>			Apt. Number <b>N/A</b>	City or Town <b>Stanford</b>		State <b>CA</b>
Date of Birth (mm/dd/yyyy) <b>11/01/1985</b>		U.S. Social Security Number <b>123-45-6789</b>		E-mail Address <b>employee@stanford.edu</b>		Telephone Number <b>(650)723-2300</b>

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- A citizen of the United States
- A noncitizen national of the United States (See instructions)
- A lawful permanent resident (Alien Registration Number/USCIS Number): \_\_\_\_\_

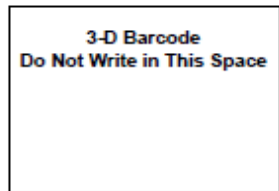
An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) **06/17/2018**. Some aliens may write "N/A" in this field. (See instructions)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: \_\_\_\_\_

**OR**

2. Form I-94 Admission Number: **0000000000**



If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: \_\_\_\_\_

Country of Issuance: \_\_\_\_\_

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions)

Signature of Employee: <b>Employee Stanford</b>	Date (mm/dd/yyyy): <b>03/11/2013</b>
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**Preparer and/or Translator Certification** (To be completed and signed if Section 1 is prepared by a person other than the employee.)

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator:		Date (mm/dd/yyyy):	
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)		City or Town	State
			Zip Code



**Employer Completes Next Page**



**Section 2. Employer or Authorized Representative Review and Verification**

*(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)*

Employee Last Name, First Name and Middle Initial from Section 1: **Stanford, Employee**

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title: <b>Passport</b>		Document Title:		Document Title:
Issuing Authority: <b>France</b>		Issuing Authority:		Issuing Authority:
Document Number: <b>00xx00000</b>		Document Number:		Document Number:
Expiration Date (if any)(mm/dd/yyyy): <b>09/01/2020</b>		Expiration Date (if any)(mm/dd/yyyy):		Expiration Date (if any)(mm/dd/yyyy):
Document Title: <b>I-94</b>		<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: auto;"> <b>3-D Barcode Do Not Write in This Space</b> </div>		
Issuing Authority: <b>DHS</b>				
Document Number: <b>0000000000</b>				
Expiration Date (if any)(mm/dd/yyyy): <b>D/S</b>				
Document Title: <b>I-20</b>				
Issuing Authority: <b>US Dept of Justice</b>				
Document Number: <b>N0000000000</b>				
Expiration Date (if any)(mm/dd/yyyy): <b>06/17/2018</b>				

**Certification**

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): **03/11/2013** (See instructions for exemptions.)

Signature of Employer or Authorized Representative <b>Joe Stanford</b>		Date (mm/dd/yyyy) <b>03/13/2013</b>	Title of Employer or Authorized Representative <b>HR Admin</b>	
Last Name (Family Name) <b>Stanford</b>	First Name (Given Name) <b>Joe</b>	Employer's Business or Organization Name <b>Stanford University</b>		
Employer's Business or Organization Address (Street Number and Name) <b>3145 Porter Drive</b>		City or Town <b>Palo Alto</b>	State <b>CA</b>	Zip Code <b>94304</b>

**Section 3. Reverification and Rehires** *(To be completed and signed by employer or authorized representative.)*

A. New Name (if applicable) Last Name (Family Name) First Name (Given Name) Middle Initial	B. Date of Rehire (if applicable) (mm/dd/yyyy):

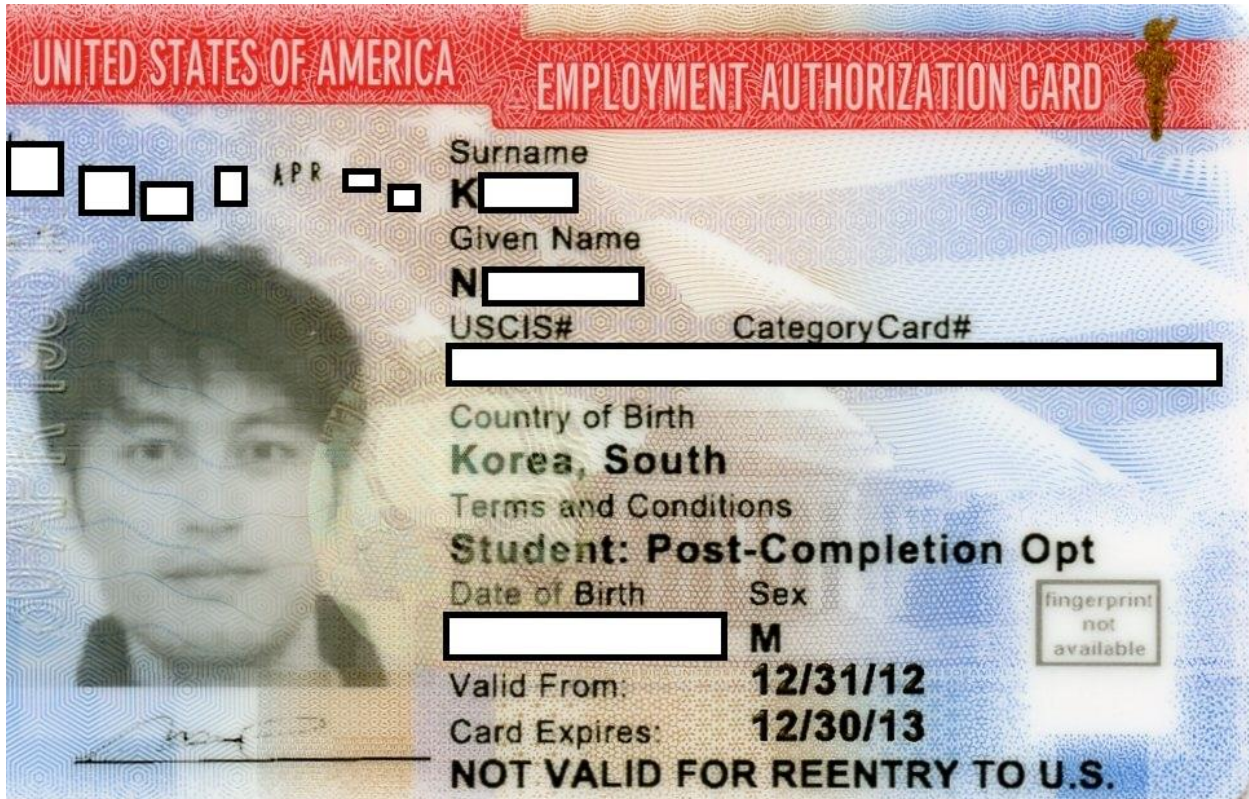
C. If employee's previous grant of employment authorization has expired, provide the information for the document from List A or List C the employee presented that establishes current employment authorization in the space provided below.

Document Title:	Document Number:	Expiration Date (if any)(mm/dd/yyyy):

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative:	Date (mm/dd/yyyy):	Print Name of Employer or Authorized Representative:

Sample of Employment Authorization Card for OPT



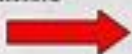


**SAMPLE COPY OF I-94 (F-1 Student)**

Admission Number

375405726 05

Length of Stay



IMMIGRATION  
APR 18 2000  
FI  
ADMITTED UNTIL  
D/S

Name (last and first)



Family Name  
First (Given) Name  
Country of Citizenship  
U.S.C.



Date of Birth (Day, Mo, Yr)

**I-94 Card**

See Other Side

ENGLISH Date of Birth : HERE

**Warning** - A nonimmigrant who accepts unauthorized employment is subject to deportation.

**Important** - Retain this permit in your possession; *you must surrender it when you leave the U.S.* Failure to do so may delay your entry into the U.S. in the future.

You are authorized to stay in the U.S. only until the date written on this form. To remain past this date, without permission from immigration authorities, is a violation of the law.

**Surrender this permit when you leave the U.S.:**

- By sea or air, to the transportation line;
- Across the Canadian border, to a Canadian Official;
- Across the Mexican border, to a U.S. Official.

Students planning to reenter the U.S. within 30 days to return to the same school, see "Arrival-Departure" on page 2 of Form I-20 prior to surrendering this permit.

**Record of Changes**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Port: Departure Record

Date:

Carrier:

Flight #/Ship Name:

For sale by the Superintendent of Documents, U.S. Government Printing Office  
Washington, D.C. 20402

**Form I-94**

# SAMPLE OF PRINTABLE I-94 COPY (F-1 Student)



OMB No. 1651-0111  
Expiration Date: 11/30/2014

## Admission (I-94) Number Retrieval

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**Admission (I-94) Record Number: 04677803230**

**Admit Until Date: D/S**

**Details provided on Admission (I-94) form:**

Family Name: [REDACTED]  
First (Given) Name: [REDACTED]  
Birth Date: 1988 July 02  
Passport Number: M79277572  
Passport Country of Issuance: Korea, South  
Most Recent Date of Entry: 2013 August 21  
Class of Admission: F1

▶ Effective April 26, 2013, DHS began automating the admission process. An alien lawfully admitted or paroled into the U.S. is no longer required to be in possession of a preprinted Form I-94. A record of admission printed from the CBP website constitutes a lawful record of admission. See 8 CFR § 1.4(d).

▶ If an employer, local, state or federal agency requests admission information, present your admission (I-94) number along with any additional required documents requested by that employer or agency.

▶ Note: For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number.

▶ [Accessibility](#)