

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
- * 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
- *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
Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 08/31/2019

▶ **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ 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) Standford		First Name (Given Name) Employee		Middle Initial N/A	Other Last Names Used (if any) N/A	
Address (Street Number and Name) 123 Stanford Ave			Apt. Number N/A	City or Town Stanford		State CA ZIP Code 94305
Date of Birth (mm/dd/yyyy) 11/01/1985	U.S. Social Security Number 1 2 3 - 4 5 - 6 7 8 9		Employee's E-mail Address employee@standford		Employee's Telephone Number (650) 723-2300	

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 boxes):

<input type="checkbox"/> 1. A citizen of the United States
<input type="checkbox"/> 2. A noncitizen national of the United States <i>(See instructions)</i>
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____
<input checked="" type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): 06/17/2030 Some aliens may write "N/A" in the expiration date field. <i>(See instructions)</i>

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: _____ OR 2. Form I-94 Admission Number: 0 0 0 0 0 0 0 0 0 0 0 0 OR 3. Foreign Passport Number: _____ Country of Issuance: _____	QR Code - Section 1 Do Not Write In This Space
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Signature of Employee Employee Standford	Today's Date (mm/dd/yyyy) 3/11/2019
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Preparer and/or Translator Certification (check one):
 I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator			Today's 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





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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 a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name) Standford	First Name (Given Name) Employee	M.I.	Citizenship/Immigration Status
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List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title passport		Document Title		Document Title
Issuing Authority France		Issuing Authority		Issuing Authority
Document Number 00xx00000		Document Number		Document Number
Expiration Date (if any)(mm/dd/yyyy) 09/01/2030		Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)
Document Title I-94		Additional Information		QR Code - Sections 2 & 3 Do Not Write In This Space
Issuing Authority DHS				
Document Number 000000000000				
Expiration Date (if any)(mm/dd/yyyy) D/S				
Document Title I-20				
Issuing Authority US Dept of Justice				
Document Number N000-000-00000				
Expiration Date (if any)(mm/dd/yyyy) 06/17/2021				

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): 3/11/2019 (See instructions for exemptions)

Signature of Employer or Authorized Representative Employee Standford		Today's Date (mm/dd/yyyy) 3/11/2019	Title of Employer or Authorized Representative HR Admin	
Last Name of Employer or Authorized Representative Standford		First Name of Employer or Authorized Representative Joe	Employer's Business or Organization Name Standford University	
Employer's Business or Organization Address (Street Number and Name) 3145 Porter Drive		City or Town Palo Alto	State CA	ZIP Code 94304

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

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

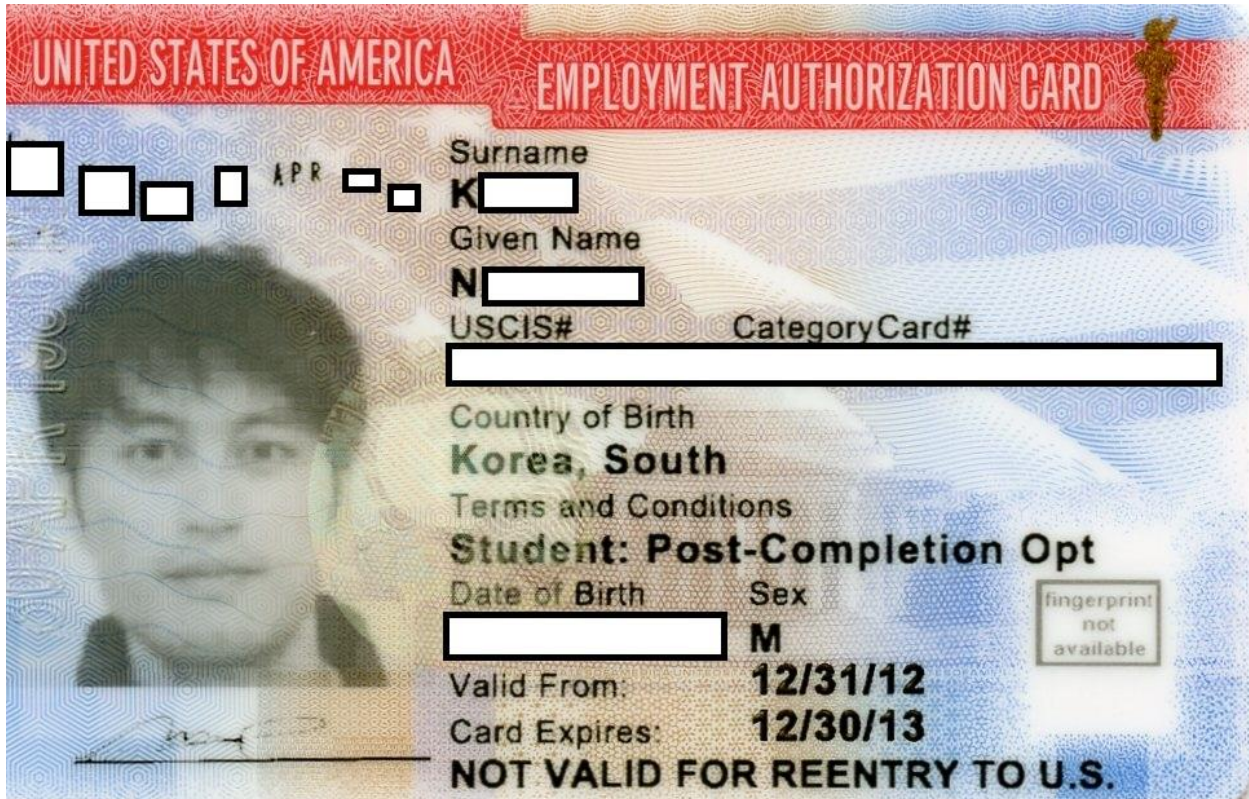
C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)
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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	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative
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Sample of Employment Authorization Card for OPT



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

Admission Number

→ 375405726 05

Length of Stay

→

Name (last and first)

→

Departure Number

Admission Number: 375405726 05

Immigration and Naturalization Service

I-94 Departure Record

Date of Entry: APR 18 2000

ADMITTED UNTIL: F1

Family Name: [Redacted]

First (Given) Name: [Redacted]

Country of Citizenship: [Redacted]

Birth Date (Day, Mo, Yr): [Redacted]

See Other Side

ENGLISH Date of Birth: HERE

I-94 Card

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

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](#)