

Guardian I-9 Processing for F-1 Students

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2.	Section 1	E	2
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FAQ

How do we complete an I-9 for a new hire who is an F-1 Student or J-1 Exchange Visitor who presents an I-94 with an expiration date of D/S?

Certain employees who are working pursuant to their F-1 Student Status are not required to apply for an EAD work authorization card, as well as certain J-1 Exchange Visitors who are pursuing an internship or training program, will not have an expiration date written on their I-94. The I-94 will instead have a notation of D/S (Duration of status). In this case, employees must present an additional document, besides their foreign passport and I-94, to document the expiration of their temporary work status. This is typically issued by SEVIS (Student Exchange Visitor Information System) and contains a number beginning with the letter "N" and a program expiration date, which should be used for the alien authorized to work date in Section 1 and the re-verification date in Section 2.

FAQ

> How does the I-9 process differ for J-1 or F-1 employees?

The latest M-274 Handbook for Employers provides guidance on how to provide documentation of employment authorization for J-1 Exchange Visitors and F-1 Students in Section 2 of the I-9. In particular, it indicates that three documents should be presented: the foreign passport and form I-94/I-94A indicating the F-1 or J-1 nonimmigrant status as well as the form I-20 or DS-2019 illustrating work authorization.

C –		- 1
5 e	CTION	

Section 1	Employee will enter their alien authorized to work date (the
Awaiting Issuance of SSN	program end-date from the
I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in conn I attest, under penalty of perjury, that I am (check one of the following):	employee's I-20), as well as either
1. A citizen of the United States	Their I-94 Admission Number <u>OR</u>
2. A noncitizen national of the United States (See <u>instructions</u>)	Foreign Passport Number On
3. A lawful permanent resident (Alien Registration Number/USCIS Number): 1	and/or workflow tutorials for
4. An alien authorized to work until (expiration date, if applicable mm/dd/yyyy) (01/01/2018) In Some aliens may write "N/A" in this field. (See instructions)	additional information.
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:	
2. Form I-94 Admission Number: 12345678910 0	
3. Foreign Passport Number: N/A	
Country of Issuance: N/A	
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. 1

Sign

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In Section 2, select the Foreign Passport, I-94/I-94A, and I-20 Document Title from List A.

Review I-9 Form Instructions

Guardian Company: Reaume, Robert



I-9 and E-Verify Compliance System



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A

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

	Last Name (Fami	ly Name)	First Name (Given Name)		M.I.	Citizenship/Immigration Status
Employee Info from Section 1	Smith		John		N/A	4
List A Identity and Employment Authorizat	ion	۲ Li Ide	ist B entity	AND		List C Employment Authorization
Document Title View Sample Document		Document Title		C	ocument Tit	e
Foreign Passport, I-94/I-94A, and I	-20 A		v			v
Employment Authorization Docum	nent	Issuing Authority		! [ssuing Autho	rity
Foreign Passport, I-94/I-94A, and I 2019	DS-	Document Number		[)ocument Nu	mber
Foreign Passport, I-94/I-94A, and I Foreign Passport and I 94/I 94A	-20	Expiration Date (if any)(mm/dd/	(yyyy)	E	Expiration Da	te (if any)(mm/dd/yyyy)
Passport from Federated States of Micronesia with I-94						
Passport from Republic of Marsha Islands with I-94	II	Additional Information				

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Employer / Agent Review and Verification

To fulfill the requirements of the I-9 form, please inspect the identity and employment eligibility documents that the employee has provided. Find the corresponding document in one of the lists below. You will need to select either an item from List A or items from both List B and List C and record the required information.

Guardian Company: Reaume, Robert		the le
acmp	List A List OR List Identity and Employment Authorization Ident	B INC IS
U CIIIC	Document Title View Sample Document Document Title	NUM
I-9 and E-Verify Compliance System	Foreign Passport, 1-94/1-94A, and I-20	
	Replacement Receipt	
	Issuina Authority	ls
🕰 Dashboard	ExDoc_0073.png (1350×1650) - Google Chrome	
O Start I-9	Secure https://dev1.perfectcompliance.com/examples/ExDoc_0073.png	
🍽 E-Verify	Foreign Passport with Form I-94/I-94A and Form I-20	
⊞ Reports	Decement Insights - Foreign Students IN F-1 size stables who are eligible to work pursuant to curricular practical training may present an unexpired foreign professor that Beneral edit 50,604 beauting the anama were as the paragraphy and indicating the individual Y F-1 status, and a Form I-20 which has been py)(mm/dd/yy)	E:
😫 Employees	While the Fem II-94 was tradicionally handwritten on a white card lattached to the passport), the Customs and Border Protection now issues electrom: C-944 at all alignets and sagnets. As employee may than present windows protect white present without be recorded in the first set of List A fields, the I-94 should be recorded in the second set of List A	
I-9 Forms	For the Firm 1-20, enter the SEVIS number and program expiration date	
🚍 Tasks		
🔟 Charts & Graphs	Advances Advances of the second of the secon	
📢 Announcements	OTAL OTAL <th< td=""><td></td></th<>	
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i My Settings	O Equiste Inte	
â Administration	PORT-32 Photosciences III Contract Physics III Con	
ප් Logout		1
	NEW Control of the set of the se	

Click View Sample Document, if needed, for guidance in locating ssuing Authority, Document ber and Expiration Date of each document.

Authority			Issuing Authority	Issuing Authority
a (1350×1650) - Google (1	hrome			100 dation ky
g (1550×1050) - Google Ci	inome			
ps://dev1.perfectcomp	liance.com/ex	amples/ExDoc_0073.png	Ð	
LawLogix				Document Number
Foreign Passp	ort with Form I-9	4/I-94A and Form I-20		
s in F-1 visa status who are eligible to 1-94/94A bearing the same name as esignated School Official (DSO) for en	o work pursuant to curri s the passport and indic nployment.	icular practical training may present an uni cating the individual's F-1 status, and a For	expired foreign m I-20 which has been	y)(mm/dd/yyyy) Expiration Date (if any)(mm/dd/yyyy)
-94 was traditionally handwritten on at all airports and seaports. An emplo	a white card (attached	to the passport), the Customs and Border a website printout.	Protection now issues	
sport information should be recorded	in the first set of List A ind set of List A fields	fields; the I-94 should be recorded in the	second set of List A	
0, enter the SEVIS number and progr	am expiration date			
للمركبة المركبة ال مركبة المركبة المرك مركبة المركبة المرك المركبة المركبة	CTUDER: 1-9-6-Handri-Out	Comparison of the strength of the strengt	BILLE ALL ALL ALL ALL ALL ALL ALL ALL ALL	on 🚯
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PROVIDE DE LA COMPANY DE LA CO	NT1 0/11 10101	has been used for the product and the second of the second structure of the second sec	I I PARATI AND THE R LINE AND AND	

Enter the Foreign Passport document information.

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Document Title View Sample Document Document Title Document Title	
I-9 and E-Verify Foreign Passport, I-94/I-94A, and I-20 🔹	*
Replacement Receipt	
Issuing Authority Issuing Authority Issuing Authority	
CHINA	
O Start I-9 Document Number Document Number Document Number	
► E-Verify 123456789	
Interpret Foreign Passport Number	
Expiration Date (if any)(mm/dd/yyyy) Expiration Date (if any)(mm/dd/yyyy) Expiration Date (if any)(mm/dd/yyyy)	
Employees D1/01/2025	
Image: Splaton date of this field must be recorded, and not explicit. Document Title	
E Tasks I-94/I-94A Additional Information €	
Charts & Graphs	
≰ 3 Announcements	
Image: Help Document Number	
i My Settings I-94/I-94A Document Number	
m Administration	
Cogout The expiration date on this heid must be recorded, and not expired.	
T-20	

Guardian Company: Reaume, Robert

List A

Enter the I-94 document information. Select the provided **D/S** option for the Expiration Date.

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Guardian Company: Reaume, Robert

I-9 and E-Verify **Compliance System**

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🚳 Dashboard
⑦ Start I-9
🍽 E-Verify
III Reports
嶜 Employees
I-9 Forms
🛢 Tasks
💷 Charts & Graph
Announcement
🖻 Help
My Settings

m Administration

😃 Logout

List A OR Identity and Employment Authorization	List B Identity	
Document Title View Sample Document Foreign Passport, I-94/I-94A, and I-20	Document Title	Document Title
Issuing Authority	Issuing Authority	Issuing Authority
Document Number 123456789 Unexpired Foreign Passport Number	Document Number	Document Number
Expiration Date (if any)(mm/dd/yyyy) 01/01/2025 The expiration date on this field must be recorded, and not expired.	Expiration Date (if any)(mm/dd/yyyy)	Expiration Date (if any)(mm/dd/yyyy)
Document Title I-94/I-94A	Additional Information 1	
Issuing Authority U.S. Customs and Border Protection		
I-94/I-94A Document Number Expiration Date (if any)(mm/dd/yyyy) D/S The expiration date on this field must be recorded, and not expired.		
Document Title I-20 Issuing Authority		

List B

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Enter the **I-20** document information.

nan company. Redame, Robert			
	I-94/I-94A Document Number		
cme	Expiration Date (if any)(mm/dd/yyyy)		
	D/S		
and E-Verify	The expiration date on this field must be recorded, and not expired.		
liance system	Document Title		
	I-20		
shboard	Issuing Authority		
art I-9	U.S. Immigration and Customs Enforc 🔻		
le rife i	Document Number		
/erny	N123456789		
ports	SEVIS Number		
nployees	Expiration Date (if any)(mm/dd/yyyy)		
	01/01/2018		
Forms	The expiration date on this field must be recorded, and not expired.		
sks	Certification: I attest, under penalty of perjury, that (1) I have appear to be genuine and to relate to the employee named, and	examined the document(s) presented (3) to the best of my knowledge the en	l by the above-named employee, (2) the above-listed document(s) nployee is authorized to work in the United States.
arts & Graphs	The employee's first day of employment <i>(mm/dd/yyyy)</i> : 01/09,	2017 (See instructions for ex	remptions)
nouncements	Signature of Employer or Authorized Representative	Date (mm/dd/yyy):	Title of Employer or Authorized Representative
			Implementation & Training Specialist
In			
lp	Last Name of Employer or Authorized Representative	irst Name of Employer or Authorized Represe	ntative Employer's Business or Organization Name
lp / Settings	Last Name of Employer or Authorized Representative F Reaume F	irst Name of Employer or Authorized Represe	ntative Employer's Business or Organization Name Guardian Company
lp / Settings ministration	Last Name of Employer or Authorized Representative F Reaume F Employer's Business or Organization Address (Street Number and Name)	iirst Name of Employer or Authorized Represe Cobert City or Town	Intative Employer's Business or Organization Name Guardian Company State Zip Code

When ready, click **Sign** to initiate the electronic signature process. It will be checked for errors automatically.

Monitoring Pending Re-Verification

A Reverification Reminder **Task** is automatically created, and the employee will also appear on the

acme	Dashboard:	 Employee Group Location 	My Managed Groups	▼ R	Refresh All		Top P	ending F	Re-Verific	ations
I-9 and E-Verify Compliance System	Top Pending Re-Verifications				Top Pending Tasks		dashboard panel.			
\searrow	Date I-9 VE Created	mployee Name	Expiration Date Days Left		Reminder Date Sub	iect	Employee Name	Expiry Date		
🚯 Dashboard	01/16/2017 Sm	nith, John	01/01/2018 350		9 12/02/2017 Reve	rification Remind	der Smith, John	01/01/2018		
⊙ Start I-9										
🍽 E-Verify										
III Reports										
嶜 Employees										
I-9 Forms										
🛢 Tasks										
💷 Charts & Graphs										
📢 Announcements										
🎓 Help										
i My Settings										
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එ Logout										

Guardian Company: Reaum<u>e, Robert</u>

For Additional Assistance

- Select **Help** from the vertical toolbar to access other Guardian tutorials.
- For additional assistance contact your in-house Guardian expert.

Confidential User Guide

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Thank you.

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