

Guardian I-9 Processing for J-1 Exchange Visitors

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2.	Section 1	<u>5</u>
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- 4. <u>Monitoring Pending Re-Verifications</u>.....12

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.

Section	1

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):	
I. A citizen of the United States	either their I-94 Admission Number OR Foreign Passport Number on
2. A noncitizen national of the United States (See instructions)	Section 1. See the Section 1 tutoria
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) Ir 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 (1)	
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 **DS-2019** Document Title from **List A**.

Review I-9 Form Instructions

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acme

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



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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.

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 (Family Name)		First Name (Given Name)		M.I.	M.I. Citizenship/Immigration Status	
	Employee Info from Section 1	Smith		John		N/A	4	
	List A	OR	-	ist B	AND		List C	
r	Identity and Employment Authorizat	tion	Ide	entity			Employment Authorization	
	Document Title View Sample Document		Document Title		C	ocument Tit	e	
	Foreign Passport, I-94/I-94A, and I	DS-2 🔺		¥			v	
		~						
	Employment Authorization Docum	nent	Issuing Authority		[ssuing Autho	rity	
	Foreign Passport, I-94/I-94A, and I 2019	DS-	Document Number		C)ocument Nu	mber	
	Foreign Passport, I-94/I-94A, and I	-20						
	Foreign Passport and I-94/I-94A		Expiration Date (if any)(mm/dd/	(уууу)	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	I	Additional Information 3					

Guardian Company: Reaume, Robert		
acme	List A OR List B Identity and Employment Authorization Identity	the Issuing Auth
deme	Document Title View Sample Document Document Title	Number and E>
I-9 and E-Verify	Foreign Passport, 1-94/1-94A, and DS-2 💌	each do
ompliance System	Replacement Receipt 🚯	
	😂 ExDoc_0074.png (1350×1754) - Google Chrome	Issuing Authority
🛚 Dashboard	Secure https://dev1.perfectcompliance.com/examples/ExDoc_0074.png	
ව Start I-9		Document Number
E-Verify	Foreign Passport with Form I-94/I-94A and Form DS-2019	
	Document Insights ✓ Foreign exchange visitors in J-1 visa status who are eligible to work as part of their program may present an unexpired foreign passport, a	
Reports	Form i-949/ab bearing the same name as the passport and indicating the individual's j-1 status, and a Form DS-2019 which has been endorsed by a Designated School Official (DSD) for employment. While the Form i-94 was traditionally handwritten on a white card (attached to the passport), the Customs and Border Protection now issues	Expiration Date <i>(if any)(mm/dd/yyyy)</i>
Employees	electronic I-94s at all airports and seaports. An employee may thus present a website printout. The Foreign Passport information should be recorded in the first set of List A fields; the I-94 should be recorded in the second set of List A field is; and the Form 55-2019 should be recorded in the first set of List A fields.	
🛿 I-9 Forms	✓ For the Form D5-2019, enter the SEVIS number and program expiration date.	
🖹 Tasks	SAMPLE PASSPORT PAGE (VARIES BY COUNTRY) ELECTORIC 1-94 PRINT-OUT 1-194-PARER	
III Charts & Graphs	USU	
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Click View Sample Document, if needed, for guidance in locating uthority, Document Expiration Date of document.

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Enter the Foreign Passport document information.

	List A	OR	List B	AND) List C	
acme	Identity and Employment Authorization		ldentity		Employment Authorization	
	Document Title View Sample Document	Document Title			Document Title	
I-9 and E-Verify	Foreign Passport, I-94/I-94A, and DS-2 🔻			*		*
Compliance System	Replacement Receipt					
	Issuing Authority	Issuing Authority			Issuing Authority	
🐵 Dashboard	CHINA					
⊙ Start I-9	Document Number	Document Number			Document Number	
	123456789					
🟴 E-Verify	Unexpired Foreign Passport Number					
III Reports	Expiration Date (if any)(mm/dd/yyyy)	Expiration Date (if any))(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)	
嶜 Employees	01/01/2025					
	The expiration date on this field must be recorded, and not expired.					
I-9 Forms	Document Title					
🚍 Tasks	I-94/I-94A	Additional Information	n 🚯		7	
	Issuing Authority					
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📢 Announcements		-				
	Document Number					
🔁 Help						
i My Settings	I-94/I-94A Document Number	_				
â Administration	Expiration Date (if any)(mm/dd/yyyy)					
	D/S					
് Logout	The expiration date on this field must be recorded, and not expired.	_				
	Document Title 🚯			/.	2	
	DS-2019					
	Issuing Authority	1				

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

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I-9 and E-Verify

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LIST A Identity and Employment Authorization	OR	LIST B Identity			
Document Title View Sample Document Foreign Passport, I-94/I-94A, and DS-2	Document T	ītle	¥	Document Title	¥
Replacement Receipt ¹					
Issuing Authority	Issuing Auth	nority		Issuing Authority	
CHINA					
Document Number	Document N	lumber		Document Number	
123456789					
Unexpired Foreign Passport Number					
Expiration Date (if any)(mm/dd/yyyy)	Expiration D	ate (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)	
01/01/2025					
The expiration date on this field must be recorded, and not expired.	-				
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I-94/I-94A	Additional			7	
Issuing Authority					
U.S. Customs and Border Protection					
Document Number					
12345678910					
I-94/I-94A Document Number					
Expiration Date (if any)(mm/dd/yyyy)					
D/S Ø D/S					
The expiration date on this field must be recorded, and not expired.	┛				
Document Title 🚯				_	
DS-2019					
Issuing Authority					

Enter the **DS-2019** document information.

Guardian Company: Reaume, Robert									
	I-94/I-94A Document Number								
acme	Expiration Date (if any)(mm/dd/yyyy)								
	D/S	✓ D/S							
I-9 and E-Verify	The expiration date on this field must	be recorded, and not expired.							
Compliance System	Document Title 📵								
	DS-2019								
🐵 Dashboard	Issuing Authority								
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📁 E-Verify	Document Number	,							
	N123456789								
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🚰 Employees	Expiration Date (if any)(mm/dd/yyyy)	7							
	01/01/2018								
I I-9 Forms	The expiration date on this field must								
🛢 Tasks						e above-named employee, (2) ee is authorized to work in the		ed document(s)	
🖩 Charts & Graphs	The employee's first day of e			1	ictions for exempt				
	Signature of Employer or Authorized Representative			Date (mm/dd/					
🕿 Help					Imp	lementation & Training Spe	cialist		
	Last Name of Employer or Authoriz	ed Representative	First Name of E	mployer or Auth	horized Representative	Employer's Business or Organization	n Name		
i My Settings	Reaume		Robert			Guardian Company			
🏛 Administration	Employer's Business or Organizati	on Address (Street Number and N	Name)		City or Town	· · · · · · · · · · · · · · · · · · ·	State	Zip Code	
ບ Logout	123 Elm				Phoenix		AZ •	85201	

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

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		DS-2019					
	1	Issuing Authority					

If employee is a J-1 student, enter the Responsible Officer's ion letter information in onal Information space. ection 2 tutorial and/or w tutorials for additional information.

(if any)(mm/dd/yyyy)

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Monitoring Pending Re-Verification

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

acme	Dashboard: Carbon My Managed Groups Refresh All					Top Pending Re-Verifications					
I-9 and E-Verify Compliance System	Top Pending Re-Verifica				Top Pending Tasks			dashb	bard pai	nel.	
	Date I-9 Created	Employee Name	Expiration Date Days Left		Reminder Date		Employee Name	Expiry Date			
		Smith, John	01/01/2018 350	, <	12/02/2017	Reverification Ren	minder Smith, John	01/01/2018			
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III Reports											
嶜 Employees											
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For Additional Assistance

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

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Thank you.

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