The I-9 Specialist will need to click on **Create a new I-9**.

**Section one notes:**

- The I-9 Specialist will complete section 1 and will also need to complete the **preparer/translator section**.

- At the social security number field, click the **SSN applied for** box. This will allow the I-9 Specialist to bypass the social security number.

- If an employee is on a F-1, or J-1, there will be no A#, the I-94 number should be used.

- E-mail address and phone number are optional fields.
Complete section one. Note the email address and telephone number fields are optional.

Enter the org. the employee will work in.

Enter the hire date. Hire date can be future dated.
Check the appropriate citizenship box. LPR’s are under the Lawful Permanent Resident and the Alien/USCIS number is required to be entered. Ead, E3, F1, H1b, J1, TN, or O’1 will be under the “An Alien authorized to work until”. The expiration date will come from the I-94/I20/Ds2019/I797 notice, depending on the visa type. With this type of citizenship, you will enter the employee’s alien/uscis number, or I94 number and the foreign passport number, or if the employee obtained form I94 within the U.S. the check box will need to be checked. This would be if the employee received an H1b/O1 extension or change of status in which the employee will receive a new I-94 number but does not leave the U.S.
This information should be reviewed and completed by the person who helped prepare and/or translate your I-9 form.

After verifying that the information is correct, complete the signature block at the bottom of the page. You can make changes to the information by clicking on the link below the information.

<table>
<thead>
<tr>
<th>Name:</th>
<th>[Redacted]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Names Used:</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>U.S. Social Security Number:</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>Date of Birth:</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>Address:</td>
<td>Charlottesville, VA 22903</td>
</tr>
<tr>
<td>E-mail Address:</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>Telephone Number:</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>Hire Date:</td>
<td>05/06/2013</td>
</tr>
<tr>
<td>Work Status:</td>
<td>An alien authorized to work</td>
</tr>
<tr>
<td>Alien Registration Number/USCIS Number:</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>I-94 #:</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>Alien Work Until Date:</td>
<td>12/30/2013</td>
</tr>
<tr>
<td>Foreign Passport Number:</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>Country of Issuance:</td>
<td>China - CHN</td>
</tr>
<tr>
<td>Obtained I-94 from USCIS:</td>
<td>[Redacted]</td>
</tr>
</tbody>
</table>

Preparer Summary

Preparer Last Name: lanford
Preparer First Name: christine
Preparer Address: 914 emmet street, charlottesville, VA 22904

Preparer Electronic Signature  

By checking this checkbox 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.

[ ]

Review information.
This information should be reviewed and completed by the employee who prepared the I-9 form.

After verifying that the information is correct, complete the signature block at the bottom of the page. You can make changes to the information by clicking on the link below the information.

Name: [Redacted]
Other Names Used: [Redacted]
U.S. Social Security Number: [Redacted]
Date of Birth: [Redacted]
Address: [Redacted]
E-mail Address: [Redacted]
Telephone Number: [Redacted]
Hire Date: 05/06/2013
Work Status: An alien authorized to work
Alien Registration Number/USCIS Number: [Redacted]
I-94 #: [Redacted]
Alien Work Until Date: 12/30/2013
Foreign Passport Number: [Redacted]
Country of Issuance: China - CHN
Obtained I-94 from USCIS: [Redacted]

Employee Electronic Signature (English | Español)

☐ By checking this checkbox I attest to the following:

- 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 understand that the employer may electronically verify my work authorization with the United States government.
- If my work authorization is verified with the United States government, I authorize my Section 1 electronic signature to be automatically applied to the documents the employer will provide me should I contest/not contest the verification results.

Review the information. Click the Employee Electronic Signature box and click continue.
1. The I-9 Specialist will select the **Visa Type** that the employee is on (If unsure of the visa type to select, please call HR-CIS).

   **EAD card.**
   
   Acceptable combinations:
   
   - **List A**
   - EAD card

   **E3**: I-94
   
   Acceptable combinations:
   
   - **List A**
   - Foreign passport w/I-94
   - Driver’s license/ID and SS card

   **F-1**: Will have an I-20.
   
   Acceptable combinations:
   
   - **List A**
   - Foreign passport w/I-94 and I-20
   - Driver’s license/ID and I20

   **H-1B**: Will have an I797.
   
   Acceptable combinations:
   
   - **List A**
   - Foreign passport w/I-94
   - Driver’s license/ID and I797
   - Driver’s license/ID and SS card

   **J-1**: Will have a DS-2019.
   
   Acceptable combinations:
   
   - **List A**
   - Foreign passport w/I-94 and DS-2019
   - Driver’s license/ID and DS2019

   **LPR**:
   
   Acceptable combinations:
   
   - **List A**
   - Foreign passport w/I-94
   - I-551 stamp within passport
   - Driver’s license/ID and I797
   - Driver’s license/ID and SS card
TN: I-94  
Acceptable combinations:  
List A  
  o Foreign passport w/I-94  
    List B & C  
  o Driver’s license/ID and SS card  

O’1: Will have an I797.  
Acceptable combinations:  
List A  
  o Foreign passport w/I-94  
    List B & C  
  o Driver’s license/ID and I797  
  o Driver’s license/ID and SS card
Section 2 - Employer Review and Verification

Please enter the employment information and the document(s) presented by the employee.

Employee:
Luwam Bokure

Hire Date:
Auto-Fill

Location:


Review/Change Section 1 Information
View and Print or Email Employee Receipt

Select the set of document(s) presented by the employee:
The employee must prove their identity and authorization to work in the United States by presenting to the employer either 1 List A -OR- 1 List B and 1 List C document.
A receipt indicating that an individual has applied for an initial Employment Authorization Document (Form I-766) or for an extension of an expiring Form I-766 is NOT ACCEPTABLE proof of employment authorization for Form I-9. Receipts are NEVER ACCEPTABLE if employment lasts fewer than three business days.
Documents presented are based on selection of citizenship status. A full list of documents is available in the Form I-9 instructions, which are accessible in Help (Knowledge Base). If the employee has incorrectly listed his citizenship status in Section 1, the employee will need to correct the error by updating Section 1 or completing a new I-9.

○ List A
  List A proves identity AND work authorization:
  Receipt (e.g., replacement) What’s This?

○ List B and C
  List B proves identity:
  Receipt (e.g., replacement) What’s This?
  List C proves work authorization:
  Receipt (e.g., replacement) What’s This?

○ Employee terminated before completing I-9

Select the documents presented. NOTE: Cannot accept a social security card that states “Not authorized for employment, not valid for work authorization”. This is usually on employees that have F1 or J1 status.

Hit continue.
Enter document information. Verify I-94 number. If the employee is on a F1 or J1, “Document states D/S” box will be checked. If the employee is on an h1b, TN or E3, the expiration date will be on the I-94. Enter the I-20 or DS-2019 number (found at the top of the I20 or DS2019 form, begins with a “N”). Enter the expiration date from the I-20 or DS-2019. Click continue.
Please review the following information as it was entered. You can make changes to the information by clicking on the link below the information.

After verifying that the information is correct, complete the signature block at the bottom of the page.

[C] Corrected field

Name:
Other Names Used:
U.S. Social Security Number:
Date of Birth:
Address:
E-mail Address:
Telephone Number:
Hire Date: 07/15/2013
Work Status: An alien authorized to work
Alien Registration Number/USCIS Number:
I-94 #:
Alien Work Until Date: 12/15/2013
Foreign Passport Number:
Country of Issuance: China - CHN
 Obtained I-94 from USCIS:

Group: HR-Human Resources_1
Location: 20030 HR-Human Resources

Visa Type: F-1

Document Information Summary
List A document: Foreign Passport with I-94 or I-94A and I-20
Document Title: Foreign Passport
Issuing authority (country): China - CHN
Passport #:
Passport expiration date (mm/dd/yyyy):
Document Title: I-94 or I-94A
I-94 #:
I-94 expiration date (mm/dd/yyyy): D/S
Document Title: I-20
I-20 #:
I-20 expiration date (mm/dd/yyyy): 05/18/2014

Review information entered.

If no corrections need to be made, click continue.
If an EAD card or LPR card was used for the I-9, a copy will need to be attached.

Click on Attach File.
Documents may be attached either through the file information feature below or through the I-9 Mobile App option on this page.

To upload a document do the following:

1. Select the document name from the drop-down list below. If you have a document to upload that is not listed in the drop-down, select the Other option and enter the document name in the box provided.
2. Use the Browse... button to select the image file of the document to upload. The image file must be a TIF, GIF, JPG, or PDF file.
3. Click the Upload button.
4. The document you uploaded is displayed and you must click Correct or Incorrect to proceed.
5. Upload the next document.
6. When all documents are uploaded you may click the Finished button.

If you are unable to upload documents do the following:

1. Click the checkbox above indicating you could not upload documents.
2. Click the Finished button.

Note: The maximum file size that can be uploaded is 1536 KB.

IMPORTANT! The documents you upload will NOT be saved until you click Finished. You may not click the Finished button unless you have:

- Uploaded all of the required documents, or
- Clicked the checkbox above indicating that you could not upload documents.

Select document from the drop down list.

Select image to upload.

Click upload, verify picture is correct.

Click Finished.