

Employee Guide to Completing the I-9 Form

New employees at the University of Minnesota are required to complete the I-9 form on or before the first day of work for pay. The employee must take the following steps to fulfill this requirement:

- Complete Section 1 of the I-9 online
- Provide original documentation proving identity and authorization to work in the United States to the employer.

Note: Foreign National employees at the Twin Cities campus must process their I-9's directly with Payroll Services. Call the OHR Contact Center at 612-624-8647 to schedule an appointment.

Foreign national employees at coordinate campuses should contact their HR representatives to complete the required employment authorization verification.

SECTION 1

1. Navigate to newi9.com.

2. In the *Employer Name or Code* field, enter **13636**, then click <GO>.

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3. Complete the verification test page.



4. Complete the fields:

- a. *Last Name, First Name, Middle Initial*

Note: Name on the social security card must match what is entered in these fields.

- b. *Other Last Names Used*

Note: Use pre-marriage name or other name from before a name change.

- c. *Address, Apt. Number, City or Town, State, Zip Code*

Note: Use current U.S. address only.

- d. *Date of Birth* (Follow format MM/DD/YYYY.)

- e. *U.S. Social Security Number*

- f. *Employee's E-mail Address, Employee's Telephone Number* (Optional)


- g. *Location*

Note: College or administrative unit in which the employee will work, which may be different from the college being attended. Review the offer letter for specifics.

- h. *Start Date*

Note: See the employer offer letter for the exact start date of employment.

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	Employment Eligibility Verification Department of Homeland Security U.S. Citizenship and Immigration Services	USCIS Form I-9 <small>OMB No. 1615-0047 Expires 08/31/2019</small>
<p>▶ 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.</p> <p>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.</p> <p style="text-align: right;">I-9 Instructions I-9 Instrucciones</p>		
Section 1. Employee Information and Attestation <i>(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.)</i>		
Last Name (Family Name) <input type="text"/>		First Name (Given Name) <input type="text"/>
Address (Street Number and Name) <input type="text"/>		Apt. Number <input type="text"/>
Date of Birth <input type="text"/> <small>(mm/dd/yyyy)</small>		U.S. Social Security Number <input type="text"/>
City or Town <input type="text"/>		State <input type="text"/>
Employee's E-mail Address <input type="text"/> <small>(optional)</small>		Employee's Telephone Number <input type="text"/> <small>(optional)</small>
Location <input type="text"/>		Zip Code <input type="text"/>
Start Date (mm/dd/yyyy) <input type="text"/>		

5. Complete the appropriate citizen status option, and enter the required information in the appropriate fields. Note: All foreign nationals, except permanent residents, should select #4.

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):

1. A citizen of the United States

2. A noncitizen national of the United States *(see instructions)*

3. A lawful permanent resident (Alien Registration Number/USCIS Number):

4. An alien authorized to work until (expiration date, if applicable, mm/dd/yy):

Employee is an alien whose employment authorization does not expire, such as refugees, asylees, and certain citizens of the Federated States of Micronesia, the Republic of the Marshall Islands, or Palau *(see instructions)*

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 :

OR

3. Foreign Passport Number :

Country of Issuance :

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6. Complete the preparer section of the form.

Note: If a translator provided assistance, populate the name and address fields on the form.

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.)

Last Name (Family Name) [?](#) First Name (Given Name) [?](#)

Address (Street Number and Name) [?](#)

City or Town [?](#) State [?](#) Zip Code [?](#)

7. Click <Continue>.

Note: A message will display with the applicable fields highlighted in green if there are mistakes that need to be corrected.

8. Review the information displayed on the screen.

Note: If any information is incorrect, click <Change Information Link> and update the data.

9. Sign the I-9 electronically by selecting the checkbox.

Note: To change the language to English or Spanish, click the appropriate link.

Employee Electronic Signature [\(English | Español\)](#)

By checking this checkbox, I attest that I have read, understand, and agree to the statements appearing on the Form I-9 above in addition to the following:

- By clicking Continue, I agree to electronically sign this document.
- 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.

[Back](#) [Cancel](#) [Continue](#)

10. Click <Continue>.

11. Review the information in the *Employee Summary* section. It provides a list of employment eligible documents the employee will be asked to present on their start date. Note: The list of documents varies according to the citizen status entered in Section 1 of the I-9.

12. Click <Logout>.

13. Close your web browser.