APPOINTMENT AUTHORIZATION (I-9)
Directions for Departments Appointing F-1 and J-1 Students

Background Information on I-9: All international students on F-1 or J-1 student visas must complete the U.S. federal I-9 before starting hourly student employment or graduate assistantships. The hiring department OR HR hub will complete this form. NOTE: International students may NOT be appointed for more than 20 hours per week during enrolled semesters.

Steps for I-9 Certification (detailed explanations pages 3-6):
1) Student completes section 1 of the I-9 (page 1)
2) Appointing department or HR representative checks that the student has (a) valid passport (b) unexpired F1 I-20 or J1 DS-2019 (c) a print out from the I-94 website www.cbp.gov/I94 and for SOME J-1 students, and employment or appointment letter (see below). PLEASE NOTE: J1 students may ONLY BE AUTHORIZED FOR ONE YEAR AT A TIME (details below).
3) Appointing department or HR representative completes List A of section 2 of the I-9 and fills out the "certification" portion.
4) Appointing department or HR representative completes the “employment eligibility” ink stamp on page 2 of the I-9.
5) Appointing department or HR representative completes the J-1 student on campus appointment form for J-1 students and sends it to the ISSO by campus mail as explained on the form. PLEASE NOTE: J1 students may ONLY BE AUTHORIZED FOR ONE YEAR AT A TIME (details below).

Samples of the Required Items:
   a) Foreign national passport (used to establish identity):
b) and the I-20:

![I-20 Image]

The I-20 has the SEVIS id# (upper left side) and the “program end date” in the middle under Program of Study.

or DS-2019:

![DS-2019 Image]

The DS-2019 has the SEVIS id# (upper right), the “program sponsor in item 2, and the end date of J-1 status in item 3.
c) I-94 US Admission Record print out from the I-94 website www.cbp.gov/I94

U.S. Customs and Border Protection
Securing America’s Borders

Most Recent I-94

Admission (I-94) Record Number: 04133456789
Most Recent Date of Entry: 2018 January 25
Class of Admission: F1
Admit Until Date: D/S
Details provided on the I-94 information form:

Last/Surname: POOH
First (Given) Name: Wubba luba doo
Birth Date: 1985 April 30
Passport Number: 0412345678
Country of Issuance: UNITED KINGDOM

Get Travel History

d) LETTER from SPONSOR for some J-1 Students only: J-1 students usually have DS-2019s with “Cornell University” listed as the sponsor in Item #2, but they also sometimes have different sponsors in Item 2 even though they are attending Cornell. They might have “Fulbright” as a sponsor. If they have anyone other than Cornell as a sponsor in item 2, you also need to get a letter from the sponsor from the student in order to complete the I-9. The letter from the sponsor has to specifically authorize the specific hourly student employment or graduate assistantship and dates that the student will be appointed or else we cannot do the I-9. Appointing department or HR representative does NOT need to list that letter on the I-9. Copy that letter and send the copy with the J-1 student ON CAMPUS APPOINTMENT form to the ISSO. PLEASE NOTE: J1 students may ONLY BE AUTHORIZED FOR ONE YEAR AT A TIME

e) For J-1 Students only: Complete J-1 student on campus appointment form and send by campus mail to the ISSO as directed on the form.

COMPLETING THE I-9:

1) Student fills in “Section 1: Employee information” on page 1:
   a. If the student does not have a middle initial, they must enter N/A.
   b. If the student does not have other last names, they must enter N/A.
   c. If the student does not have an apartment number, they must enter N/A.
   d. If the student does not have a social security number—leave that field blank.
   e. If the student elects not to provide their email address, they must enter N/A.
   f. If the student elects not to provide their telephone number, they must enter N/A.
g. Student must check box “4. An alien authorized to work until.” The student should enter the “program end date” under “program of study” on the I-20 OR the “to” date in item 3 of DS-2019.

h. Under #4, the student should fill in one of the three choices, and enter N/A on the ones not included—an example would be:
   1. Alien Registration Number / USCIS Number: N/A
   2. Form I-94 Admission Number: 12345678912 [This is the number listed on the print out from the I-94 website www.cbp.gov/I94.]
   3. Foreign passport number: N/A
      Country of Issuance: N/A

i. Student must sign and date form

j. Under signature and date line, student must check the box “I did not use a preparer or translator” if true, or if they did use a preparer or translator, that box must be checked and the preparer / translator section must be completed.
2) You, the appointing department administrator or HR representative, will also complete
"Section 2: Employer review" on the page 2:
   a. Include student name in the box at the top exactly as it appears on page 1, including
      N/A for middle initial if that was on page 1.
   b. For Citizenship / Immigration Status, include the number “4” which corresponds to
      the choice “alien authorized to work” on page 1.
   c. Under “List A” first record the passport as detailed below.
   d. For the second document, record the “I-20” or “DS-2019”—include the “SEVIS ID #”
      from the I-20 / DS-2019—it should be “N” followed by 10 digits, and program end
      date of I-20 or “to” date on the DS-2019 (item 3).
   e. For the third document, record “I-94” as document title, “USCBP” as issuing agency,
      the actual I-94 or “arrival” number for “document number,” and for expiration date,
      called “Admit Until Date” on I-94, write “D/S” which stands for duration of status.
3) On the middle of the form, you will fill in the information required on the ink stamp included by the ISSO:

PLEASE NOTE: J1 students may ONLY BE AUTHORIZED FOR ONE YEAR AT A TIME!!!! (this is an immigration regulation, not an ISSO policy)

a. “Employ. eligibility” = start and end date of I-20 for F1 students. For J1 students, the start date should be the start date of on campus employment or graduate assistantship to ONE YEAR LATER for J-1 students who have Cornell as the sponsor on the DS-2019 item 2, or the end date listed on the sponsoring agency authorization letter for J-1 students who have a different sponsor in item 2 of the DS-2019. PLEASE NOTE: J1 students may ONLY BE AUTHORIZED FOR ONE YEAR AT A TIME as per regulations.
b. Ignore “visa status dates (if diff)” line—leave it blank.
c. “Visa Type”: enter “F-1” or “J-1 student”
d. Dept. = [appointing department OR “any” for F-1 students and J-1 students with Cornell listed as sponsor in item 2]
e. Title = [student hourly student employment or graduate assistantship title or “any” for F-1 students and J-1 students with Cornell listed as sponsor in item 2]
f. Sign and date

4) Complete the section entitled “Certification”:

a. Include the date the student started the hourly student employment or graduate assistantship.
b. Finally, just sign, date, include your name, title and office information.
c. The I-9’s for student hourly appointments are to be submitted to the Student Employment Office for review/processing; I-9’s for graduate appointments are to be uploaded, and I-9 completion date entered in the paper I-9 date field in the student’s record in Workday.
d. Forward the J-1 student on campus work form to the ISSO if applicable and include a copy of the appointment letter if the J student has an outside sponsor in item 2 of the DS-2019.
J-1 Student On-Campus Appointment

This form must be filled out when a J-1 student is appointed for an hourly student employment or graduate assistantship. Please fill it out at the time of completing the I-9 and forward the completed form by campus mail to Sarah Hilsman, ISSO, B-50 Caldwell Hall. Thank you!

Student Name: ________________________________

Department appointing student: ________________________________

Department address: __________________________________________

________________________________________________________________

How many hours per week will the student be appointed for?: __________

[Please note that international students in F-1 or J-1 status may not be appointed more than 20 hours per week during semesters in which they are enrolled.]

Appointment title of on campus hourly student employment or graduate assistantship: ________________________________

Begin date: __________

End date [not more than one year from begin date]: __________
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.)

<table>
<thead>
<tr>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
<th>Middle Initial</th>
<th>Other Last Names Used (If Any)</th>
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<tr>
<th>Address (Street Number and Name)</th>
<th>Apt. Number</th>
<th>City or Town</th>
<th>State</th>
<th>ZIP Code</th>
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<thead>
<tr>
<th>Date of Birth (mm/dd/yyyy)</th>
<th>U.S. Social Security Number</th>
<th>Employee's E-mail Address</th>
<th>Employee's Telephone Number</th>
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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/yyyy):
  Some aliens may write "N/A" in the expiration date field. (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: ______________________________

Signature of Employee: ______________________________
Today's Date (mm/dd/yyyy): ______________________________

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): ______________________________

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<thead>
<tr>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
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<tr>
<th>Address (Street Number and Name)</th>
<th>City or Town</th>
<th>State</th>
<th>ZIP Code</th>
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**Section 2. Employer or Authorized Representative Review and Verification**

"Employers or their authorized representatives 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 "List of Acceptable Documents."

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<td>Document Title</td>
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<td>Issuing Authority</td>
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<td>Document Number</td>
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**Additional Information**

Employer Eligibility __________________________

Visa Type: __________________________

Dept: __________________________

Sig: __________________________

Date: __________________________

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): ________________

(See Instructions for Exemptions)

<table>
<thead>
<tr>
<th>Signature of Employer or Authorized Representative</th>
<th>Today’s Date (mm/dd/yyyy)</th>
<th>Title of Employer or Authorized Representative</th>
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<thead>
<tr>
<th>Last Name of Employer or Authorized Representative</th>
<th>First Name of Employer or Authorized Representative</th>
<th>Employer’s Business or Organization Name</th>
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<tr>
<th>Employer’s Business or Organization Address (Street Number and Name)</th>
<th>City or Town</th>
<th>State</th>
<th>ZIP Code</th>
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**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)

<table>
<thead>
<tr>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
<th>Middle Initial</th>
<th>Date (mm/dd/yyyy)</th>
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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.

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Document Number</th>
<th>Expiration Date (if any) (mm/dd/yyyy)</th>
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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.

<table>
<thead>
<tr>
<th>Signature of Employer or Authorized Representative</th>
<th>Today’s Date (mm/dd/yyyy)</th>
<th>Name of Employer or Authorized Representative</th>
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