

I-9 Help Sheet

F1

Required Documentation: Passport, I-94 Card, I-20 form

Placing Info on the I-9: Passport info first 4 lines of "List A" – I-94 Number on 2nd document # line under List A – Exp date from #5 on I-20 under List A 2nd Exp date

J1

Required Documentation: Passport, I-94, DS-2019

Placing Info on the I-9: Passport info first 4 lines of "List A" – I-94 Number on 2nd document # line under List A – Exp date from DS-2019 under List A 2nd Exp date

**** Note:** *J1 Students working a bi-weekly position are also required to have a J-1 Student Approval Form to be submitted with their I-9 information*

H1B

Required Documentation: Passport, I-94 card, I-797A or I-797C

Placing Info on the I-9: Passport info first 4 lines of "List A" – I-94 Number on 2nd document # line under List A – Exp date from I-797 under List A 2nd Exp date

**** Note:** *If you receive a receipt notice for H1B the expiration date is 240 days past the current exp date*

Resident Alien (RA)

Required Documentation: RA Card OR Valid B&C documents

Placing Info On the I-9: Info from card on 1st four lines of List A -or- Fill in List B & C

**** Note:** *RA cards will have an issue and expire date that is 10 or more years apart.*

Conditional Resident Alien (RAC)

Required Documentation: RA card only.

Placing Info On the I-9: Info from card on 1st four lines of List A

**** Note:** *RAC cards will have an issue and expire date that is 2 years apart.*

Temporary Resident Alien (RAT)

Required Documentation: Visa with Temporary Statement -or- Passport with RAT Stamp

Placing Info on the I-9: Passport or Visa Info with RAT expiration date in List A

Employment Authorization Card (EA)

Required Documentation: EA Card only.

Placing Info On the I-9: Info from card on 1st four lines of List A

TN

Required Documentation: Passport, I-94 with TN Stamp

Placing Info On the I-9: Passport info first 4 lines of "List A" – I-94 Number on 2nd document # line under List A – 2nd Exp date from TN stamp on I-94

**** Attach Copies of supporting documents to I-9**

**** Fellowships do not require an I-9 fill in status and expiration information on the Fellowship Action Form.**