# I-9 Form: Instructions for Nonresident on H-1B or TN Visa

## START HERE

Read instructions carefully before completing this form. The instructions must be available during completion of this form.

**ANTI-DISCRIMINATION NOTICE**: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire 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>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Last Name (Family Name)</td>
</tr>
<tr>
<td>2</td>
<td>First Name (Given Name)</td>
</tr>
<tr>
<td>3</td>
<td>Middle Initial</td>
</tr>
<tr>
<td>4</td>
<td>Other Names Used (If any)</td>
</tr>
<tr>
<td>5</td>
<td>Address (Street Number and Name)</td>
</tr>
<tr>
<td>6</td>
<td>Apt. Number</td>
</tr>
<tr>
<td>7</td>
<td>City or Town</td>
</tr>
<tr>
<td>8</td>
<td>State</td>
</tr>
<tr>
<td>9</td>
<td>Zip Code</td>
</tr>
<tr>
<td>10</td>
<td>Date of Birth (mm/dd/yyyy)</td>
</tr>
<tr>
<td>11</td>
<td>U.S. Social Security Number</td>
</tr>
<tr>
<td>12</td>
<td>E-mail Address</td>
</tr>
<tr>
<td>13</td>
<td>Telephone Number</td>
</tr>
</tbody>
</table>

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):

- [ ] A citizen of the United States
- [ ] An alien with legal permanent resident (Alien Registration Number/USCIS Number): 
- [ ] An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): 
- [ ] An alien with valid admission number (See instructions)
- [ ] For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number

OR

1. Alien Registration Number/USCIS Number: 
2. Form I-94 Admission Number: 

If you obtained your admission number from CBP® in connection with your arrival in the United States, include the following:

- Foreign Passport Number: 
- Country of Issuance: 

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions)

## Signature of Employee:

**Signature of Preparer or Translator (To be completed and signed if Section 1 is prepared by a person other than the employee.**

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.

**Signature of Preparer or Translator:** 

**Date (mm/dd/yyyy):** 

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>Last Name (Family Name)</td>
</tr>
<tr>
<td>15</td>
<td>First Name (Given Name)</td>
</tr>
<tr>
<td>16</td>
<td>Address (Street Number and Name)</td>
</tr>
<tr>
<td>17</td>
<td>City or Town</td>
</tr>
<tr>
<td>18</td>
<td>State</td>
</tr>
<tr>
<td>19</td>
<td>Zip Code</td>
</tr>
</tbody>
</table>

**Employer Completes Next Page**
I-9 Form: Instructions for Nonresident on H-1B or TN visa

Instructions for both New Hires and Updating & Reverification

For more detailed information about completing Form I-9, employers and employees should refer to the Handbook for Employers: Instructions for Completing Form I-9 (M-274).

New Hire Instructions
Note: If an employee is unable to print their I-94 from the CBP website they cannot fill out the I-9 and are NOT eligible to begin work. Refer them to CBP website to correct this problem (https://i94.cbp.dhs.gov/I94/request.html).

Section 1. Employee Information and Attestation
(Employees must complete, sign, and date Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

1. Enter your full legal last name, first name, and middle initial. Your last name is your family name or surname. If you have two last names or a hyphenated last name, include both names in the last name field. Your first name is your given name. You middle initial is the first letter of your second given name, or the first letter of your middle name, if any.
2. Enter your maiden name (if any). If you have had no other legal names, write “N/A”.
3. Enter your current living address, including Street Number and Name, Apartment Number (if applicable), City, State, and Zip Code.
4. Enter your date of birth (mm/dd/yyyy).
5. Enter your U.S. social security number. Note: Leave SSN box blank if SSN is not available at the time of hire.
6. Enter your e-mail address (Optional).
7. Enter your telephone number (Optional).
8. Check this box (that you are a foreign national authorized to work in the U.S.) if you are not a citizen or national of the U.S. or a permanent resident (green card holder).
8a. Expiration date - Enter the "until" date from your Form I-94 (Departure Record).
8b. Enter your Alien Registration Number (A-Number)/USCIS Number.
OR
8c. Enter Form I-94 Admission Number (Departure Record).
9. Enter your Foreign Passport Number.
10. Enter Country of Issuance your passport.
11. Employee should sign.
12. Enter the date (mm/dd/yyyy) that you completed this form.
13. To be completed and signed if Section 1 is prepared by a person other than the employee.

Section 2. Employer or Authorized Representative Review and Verification
(Before completing Section 2, employers must ensure that Section 1 is completed properly and on time. Employers may not ask an individual to completing Section 1 before he or she has accepted a job offer. Employer or their authorized representative must complete and sign Section 2 within 3 business days of the employee’s first day of employment.)

The following is an example of how to fill out the I-9 form when choosing from List A, #5 (unexpired foreign passport).

14. Fill in Employee Last Name, First Name and Middle Name Initial from Section 1.
15. Document Title - Enter "Foreign Passport".
16. Issuing Authority - Enter country that issued the passport.
17. Document Number - Enter the passport number.
18. Expiration date - Enter date the passport expires.
19. Document Title – Enter Form I-94 (Departure Record).
20. Issuing Authority - Enter DHS (Department of Homeland Security).
21. Document # - Enter the Admission Record number from the Form I-94 (Departure Record).
22. Expiration date - Enter the “admit until date” from the Form I-94 (Departure Record).
23. Document Title – Leave blank
24. Issuing Authority – Leave blank.
25. Document # - Leave blank
26. Expiration date – Leave blank
• Confirm that the University of Washington is the sponsoring institution that obtained USCIS approval for visa classification.
• If the individual is employed past this date, the I-9 will need to be reverified. See reverification instructions below.

Section 2. Certification

27. Enter the first date that the employee began employment in the department.
28. Employer or authorized representative should sign.
29. Enter the date.
30. Enter title of employer or authorized representative.
31. Print name (Last name and First name) of employer or authorized representative.
32. Enter UW and name of department.
33. Enter departmental address (mailbox #).
34. Enter name of City.
   a. Enter State
   b. Enter Zip Code

Submit the USCIS Form I-9 and the UW Form 1007 along with required copies of documents (picture page of passport, I-94 Departure Record or I-797 Notice of Action) to the Payroll Office. Box 359555

Section 3 Reverification and Rehires

Employers or their authorized representative should complete Section 3 when reverifying that an employee is authorized to work.
(To be completed, signed and dated by employer or authorized representative, if the employee is employed past the end date (stamped on Form I-94).

If Section 3 is required to be completed, you must use the new Form I-9. You must also fill out the Section 1 with employee’s name (Last, First, and Middle initial) submit both pages to be a valid Form I-9 for reverification.

Section 1
1. Enter employee’s full legal last name, first name, and middle initial.

Sections 3
A. Enter new name (if applicable).
B. Enter the date of rehire (if applicable).
C1. Document Title - Enter H-1B or TN.
C2. Document # - Enter the departure number from Form I-94 (Departure record).
C3. Expiration Date - Enter the “until” end date from the I-94 Form (Departure Record).
D. Employer or authorized representative should sign.
E. Enter the date that employer or authorized representative completed Section 3.
F. Print name of employer or authorized representative.

Complete Section 3 of Form I-9 involving the 240-Day Rule (in the process of petition for extension H-1B)

Section 1
1. Enter employee’s full legal last name, first name, and middle initial.
Sections 3
A. Enter new name (if applicable).
B. Enter the date of rehire (if applicable).
C1. Document Title – I-797 Receipt (or I-797C Notice of Action)
C2. Document # - Enter Receipt Number.
C3. Expiration Date – Write 240 Day-ext. and date that petition was submitted to USCIS.
D. Employer or authorized representative should sign.
E. Enter the date that employer or authorized representative completed Section 3.
F. Print name of employer or authorized representative.

Submit the completed USCIS Form I-9 to Payroll Office, Box 359555