I-9 Form: Instructions for Nonresident on J-1 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 end date from line 3 of Form DS-2019 (U.S. Department of State).
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 admit until date” D/S”.
24. Issuing Authority - Enter U.S. Department of State.
25. Document # - Enter the SEVIS number from the DS-2019
26. Expiration date - Enter the end date from line 3 of Form DS-2019 (U.S. Department of State).

- Confirm that the University of Washington is the sponsor on line 2 of Form DS-2019.
- 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 and DS-2019) 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 (number 3 of DS-2019).

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 I-9 for reverification.

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

Section 3
A. Enter new name (if applicable).
B. Enter the date of rehire (if applicable).
C1. Document Title - Enter "Form DS-2019".
C2. Document # - Enter the SEVIS number from DS-2019.
C3. Expiration Date - Enter the end date from line 3 of Form DS-2019 (U.S. Department of State).
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