

I-9 Compliance

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Background

- In 1986, in an effort to control illegal immigration, Congress passed the **Immigration Reform and Control Act (IRCA)**.
- **IRCA** forbids employers from knowingly hiring individuals who do not have work authorization in the United States.
- Individuals who may legally work in the U.S. are:
 - U.S. Citizens
 - Noncitizen nationals of the U.S.
 - Lawful Permanent Residents
 - Aliens authorized to work

Employment Verification

- To comply with the employment eligibility verification provisions of the INA an employer must:
 - Verify the **identity** and **employment authorization** documents of employees hired after November 6, 1986
 - **Complete** and **retain** a **Form I-9** for each employee hired after November 6, 1986
 - **Refrain from discriminating against** individuals on the basis of actual or perceived national origin, citizenship or immigration status

Preventing Discrimination

The anti-discrimination provisions of the INA prohibit four types of unlawful conduct:

- Citizenship or immigration status discrimination*
- National origin discrimination*
- Document abuse during Form I-9 process
- Retaliation

** Actual or perceived*

Enforcement Trends

- ICE audits continue to rise
 - In 2013, ICE initiated more than 3,900 cases, which lead to 3,127 I-9 inspections
 - \$13 million in fines issued
 - 238 company managers arrested
- Broad range of businesses being audited
- ICE coordinating with SSA, DOL, IRS and local law enforcement

Types of penalties that can be imposed for noncompliance:

- Civil and criminal fines
- Imprisonment
- Forfeiture of property
- Cease and desist orders
- Debarment from federal contracts

Penalties (cont.)

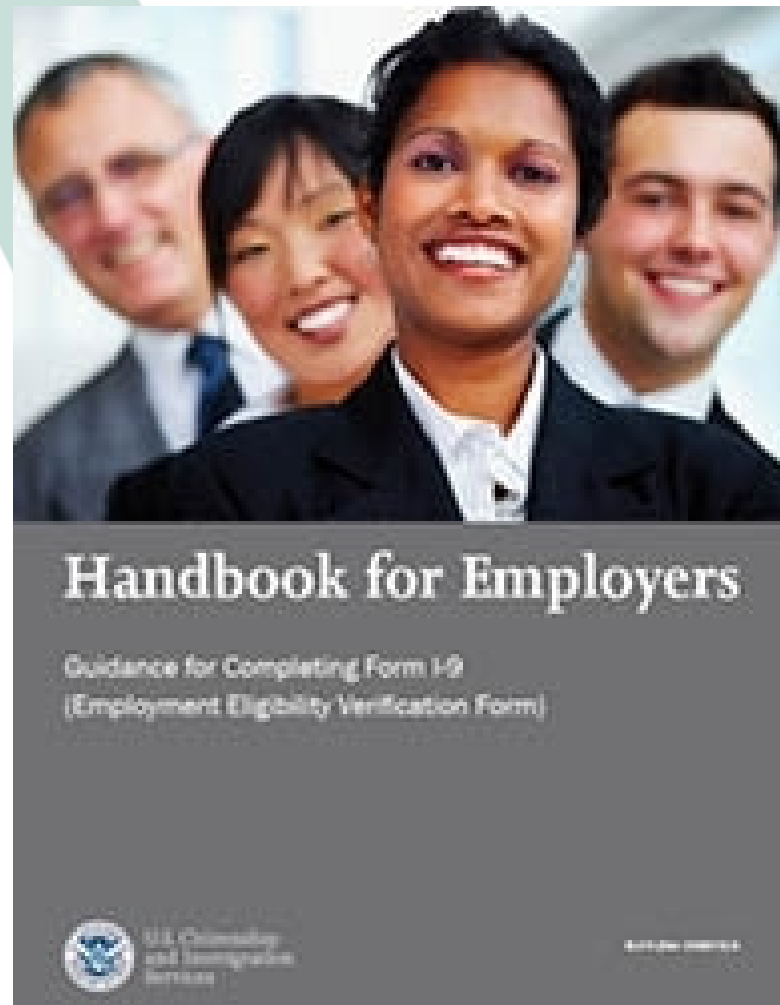
- Penalties for “paperwork” violations range from \$110 to \$1,100 (even if employee is U.S. citizen or authorized alien).
- Civil Penalties for knowingly employing an unauthorized alien are:
 - 1st Offense - \$275 - \$2,200 per alien
 - 2nd Offense - \$2,200 - \$5,500 per alien
 - 3rd Offense - \$3,300 - \$11,000 per alien

Penalties (cont.)

- Employers who engage in a “pattern or practice” of knowingly hiring unauthorized workers are subject to criminal penalties including:
 - up to \$3,000 per unauthorized alien; and
 - up to 6 months imprisonment
- Employers convicted of serious felonies can be sentenced from 5 to 20 years.

Your Best Friend: M-274

(revised 4-30-2013) www.uscis.gov/sites/default/files/files/form/m-274.pdf




Your Next Best Friend:

l-9.pdf (SECURED) - Adobe Acrobat Pro
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Please fill out the following form. If you are a form author, choose Distribute from the Forms panel in the Tools Pane on the right to send it to your recipients. Highlight Existing Fields



Instructions for Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 03/31/2016

Read all instructions carefully before completing this form.

Anti-Discrimination Notice. It is illegal to discriminate against any work-authorized individual in hiring, discharge, recruitment or referral for a fee, or in the employment eligibility verification (Form I-9 and E-Verify) process based on that individual's citizenship status, immigration status or national origin. 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. For more information, call the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC) at 1-800-255-7688 (employees), 1-800-255-8155 (employers), or 1-800-237-2515 (TDD), or visit www.justice.gov/crt/about/osc.

What Is the Purpose of This Form?

Employers must complete Form I-9 to document verification of the identity and employment authorization of each new employee (both citizen and noncitizen) hired after November 6, 1986, to work in the United States. In the Commonwealth of the Northern Mariana Islands (CNMI), employers must complete Form I-9 to document verification of the identity and employment authorization of each new employee (both citizen and noncitizen) hired after November 27, 2011. Employers should have used Form I-9 CNMI between November 28, 2009 and November 27, 2011.

General Instructions

Employers are responsible for completing and retaining Form I-9. For the purpose of completing this form, the term "employer" means all employers, including those recruiters and referrers for a fee who are agricultural associations, agricultural employers, or farm labor contractors.

Form I-9 is made up of three sections. Employers may be fined if the form is not complete. Employers are responsible for retaining completed forms. Do not mail completed forms to U.S. Citizenship and Immigration Services (USCIS) or Immigration and Customs Enforcement (ICE).

Section 1. Employee Information and Attestation

I-9 Mechanics

- Use MOST CURRENT Form I-9 (Version, 03/08/13)
- You must make the List of Acceptable Documents available to your EMPLOYEE when he or she is completing the Form I-9
- The EMPLOYEE must provide:
 - One document from List A
 - OR:
 - One document from List B AND one document from List C

List of Acceptable Documents (cont.)

LISTS OF ACCEPTABLE DOCUMENTS All documents must be UNEXPIRED		
Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.		
LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity AND LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph
4. Employment Authorization Document that contains a photograph (Form I-786)		4. Voter's registration card
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record
		6. Military dependent's ID card
		7. U.S. Coast Guard Merchant Mariner Card
		8. Native American tribal document
		9. Driver's license issued by a Canadian government authority
		For persons under age 18 who are unable to present a document listed above:
		10. School record or report card
		11. Clinic, doctor, or hospital record
		12. Day-care or nursery school record
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
		4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
		5. Native American tribal document
		6. U.S. Citizen ID Card (Form I-197)
		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		8. Employment authorization document issued by the Department of Homeland Security

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.

Form I-9 03/08/13 N Page 9 of 9

I-9 Mechanics – Section 1

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http://www.uscis.gov/sites/default/files/USCIS/Verification/I-9%20Central/form9-presentation.p

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VERIFICATION DIVISION

U.S. Citizenship and Immigration Services

Section 1: Employee Information

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.)*

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Names Used (if any)	
Address (Street Number and Name)		Apt. Number	City or Town		State	Zip Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	E-mail Address			Telephone Number	
	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>					

- To be completed by **EMPLOYEE**.
- Employer **MUST** verify Section 1 is **COMPLETE**.

PRESENTATION Form I-9 **DATE** April 2014 **#** 13

I-9 Mechanics – Section 1


VERIFICATION DIVISION		U.S. Citizenship and Immigration Services	
<h2>Section 1: Preparer/Translator Certification</h2>			
Preparer and/or Translator Certification <i>(To be completed and signed if Section 1 is prepared by a person other than the employee.)</i>			
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):	
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)		City or Town	State Zip Code

- This certification is required when Section 1 is prepared by someone other than the employee.
- By signing, the preparer is attesting that [Section 1](#) is **true and correct** to the best of his or her knowledge.
- Note that only the EMPLOYEE can sign the Section 1 Employee Signature Block.

PRESENTATION	Form I-9	DATE	April 2014	#	16
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I-9 Mechanics – Section 1

VERIFICATION
DIVISION

U.S. Citizenship
and Immigration
Services

Section 1: Employee Attestation

Attest, under penalty of perjury, that I am (check one of the following):

- ☐ A citizen of the United States
- ☐ A noncitizen national of the United States (See instructions)
- ☐ A lawful permanent resident (Alien Registration Number/USCIS Number): _____
- ☐ An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) _____. Some aliens may write "N/A" in this field. (See instructions)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number **OR** Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: _____

OR

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: _____

Date (mm/dd/yyyy): _____

3-D Barcode
Do Not Write in This Space

PRESENTATION

Form I-9

DATE

April 2014

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- The EMPLOYEE **MUST** select one of the four categories and sign and date Section 1 of Form I-9.
- All employees must complete [Section 1](#) no later than the first business day of employment for pay.

I-9 Mechanics – Section 2

VERIFICATION
DIVISION

U.S. Citizenship
and Immigration
Services

Section 2: Employer Certification of Document Review

Completing Section 2

- Completed by EMPLOYER.
- MUST be completed no later than **3 business days** after the employee begins work for pay.
- EMPLOYER MUST examine **original documents**.
- Documents MUST be **UNEXPIRED**.

Section 2. Employer or Authorized Representative Review and Verification
(Employers or their authorized representative 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 examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)

Employee Last Name, First Name and Middle Initial from Section 1:

LIST A Identity and Employment Authorization	OR LIST B Identity	AND LIST C Employment Authorization
Document Title:	Document Title:	Document Title:
Issuing Authority:	Issuing Authority:	Issuing Authority:
Document Number:	Document Number:	Document Number:
Expiration Date (if any) (mm/dd/yyyy):	Expiration Date (if any) (mm/dd/yyyy):	Expiration Date (if any) (mm/dd/yyyy):
Document Title:		
Issuing Authority:		
Document Number:		
Expiration Date (if any) (mm/dd/yyyy):		
Document Title:		
Issuing Authority:		
Document Number:		
Expiration Date (if any) (mm/dd/yyyy):		

3-D Barcode
Do Not Write in This Space

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.)

Signature of Employer or Authorized Representative	Date (mm/dd/yyyy)	Title of Employer or Authorized Representative
Last Name (Family Name)	First Name (Given Name)	Employer's Business or Organization Name
Employer's Business or Organization Address (Street Number and Name)		City or Town
		State
		Zip Code

PRESENTATION

Form I-9

DATE

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I-9 Mechanics

- You are not required to be a document expert
- You **MUST** accept a document presented by an employee if it reasonably appears to be:
 - Genuine; AND,
 - Relates to the individual presenting it
- The document **MUST** be original* – photocopies are **NOT** acceptable

*Exception: Certified copy of a birth certificate

Section 2: Copying Documents

- You may choose to make copies of employee documentation presented to you for Section 2.
- If you choose to photocopy documents, you must do so for **ALL** employees, regardless of actual or perceived national origin, immigration or citizenship status, or you may be in violation of anti-discrimination laws. Form I-94

Form I-94

**VERIFICATION
DIVISION**

Examples of I-94 Documents after CBP I-94 Automation Initiative

- Use hand-written number
- Printout from www.cbp.gov/I94 website

Form I-94: Issued by CBP after Automation at Air and Sea Ports of Entry

DEPARTMENT OF HOMELAND SECURITY
U.S. Customs and Border Protection

Case # 101-10148

Departure Record

Admission Number

011819338 CB
62471186103912

APR 16 2012
H1B
AUG. 4, 2013

1st Entry Name
SMITH, R
2nd Entry Name
RONALD
3rd Entry Name
ITALY

24 Hour Accession #
1120377

EMPLOYED AT COMPANY
SAMPLE TICKET

This version of the I-94 will be issued by CBP in limited circumstances to special classes of aliens after Form I-94 is automated. The electronic admission number will be handwritten on the form.

CBP I-94 Website Printout

 **U.S. Customs and Border Protection**
Securing America's Borders

Call 1-84 Number:

Admission (I-84) Number Retrieval

Admission (I-84) Record Number: E9500888062

Admit Until Date (MM/DD/YYYY): 10/10/2012

Details provided on Admission(I-84) form:

Family Name:	LI
First (Given) Name:	LYDIA
(Birth Date (MM/DD/YYYY):	01/01/1990
Passport Number:	P1232123213
Passport Country of Issuance:	Mexico
Date of Entry (MM/DD/YYYY):	04/11/2012
Class of Admission:	B1

 If an employer, local, state or federal agency request admission information, present your request to the person requesting the information. Employer or agency.

Once Form I-94 is automated, travelers will have access to their electronic I-94 via www.cbp.gov/i94. The website printout serves the same purpose as any other I-94 version.

UNITED STATES OF AMERICA

EMPLOYMENT AUTHORIZATION CARD

SPECIMEN TEST V 01 JAN 1920

Surname
SPECIMEN

Given Name
TEST V

USCIS#
000-000-773

Category Card#
C09 SRC0000000773

Country of Birth
Ethiopia

Terms and Conditions
None

Date of Birth
01 JAN 1920

Sex
M

Valid From:

01/01/80

Card Expires:

05/10/11

NOT VALID FOR REENTRY TO U.S.



Test V Specimen

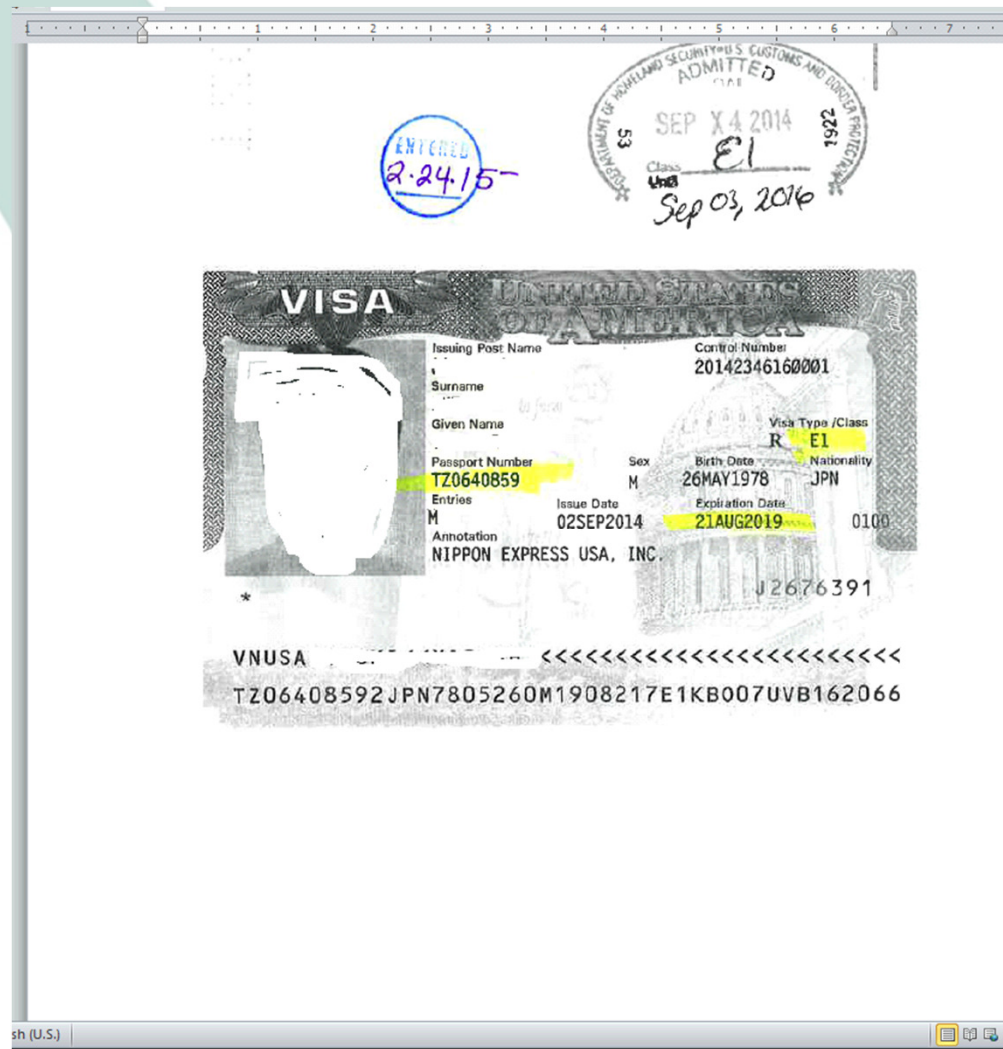
PR Card



Form I-797A (Approval Notice)

RECEIPT NUMBER WAC-13-247-51120		CASE TYPE I129 PETITION FOR A NONIMMIGRANT WORKER	
RECEIPT DATE September 17, 2013	PRIORITY DATE	PETITIONER NIPPON EXPRESS USA INC	
NOTICE DATE October 18, 2013	PAGE 1 of 2	BENEFICIARY [REDACTED]	
RICHARD J BLOCK ESQ LAW OFF OF RICHARD J BLOCK RE: NIPPON EXPRESS USA INC 40 TRIANGLE CENTER STE 205 YORKTOWN HEIGHTS NY 10598		Notice Type: Approval Notice Class: E3 Valid from: 10/17/2013 to 10/16/2015 Consulate:	
<p>The above petition and extension of stay have been approved. The status of the named foreign worker(s) in this classification is valid as indicated above. The foreign worker(s) can work for the petitioner(s), but only as detailed in the petition and for the period authorized. Changes in employment or training may require you to file a new Form I-129 petition. Since this employment or training authorization stems from the filing of this petition, separate employment or training authorization documentation is not required. Please contact the IRS with any questions about tax withholding.</p> <p>The petitioner should keep the upper portion of this notice. The lower portion should be given to the worker. He or she should keep the right part with his or her form I-94, Arrival-Departure Record. The I-94 portion should be given to the U.S. Customs and Border Patrol when he or she leaves the United States. The left part is for his or her records. A person granted an extension of stay who leaves the U.S. must normally obtain a new visa before returning. The left part can be used in applying for the new visa. The petitioner may also file Form I-824, Application for Action on an Approved Application or Petition, to request that we notify a consulate, port of entry, or pre-flight inspection office of this approval.</p> <p>The approval of this visa petition does not in itself grant any immigration status and does not guarantee that the alien beneficiary will subsequently be found to be eligible for a visa, for admission to the United States, or for an extension, change, or adjustment of status.</p> <p>THIS FORM IS NOT A VISA NOR MAY IT BE USED IN PLACE OF A VISA.</p> <p>The Small Business Regulatory Enforcement and Fairness Act established the Office of the National Ombudsman (ONO) at the Small Business Administration. The ONO assists small businesses with issues related to federal regulations. If you are a small business with a comment or complaint about regulatory enforcement, you may contact the ONO at [REDACTED].</p>			
<p>Please see the additional information on the back. You will be notified separately about any other cases you filed.</p> <p>U.S. CITIZENSHIP & IMMIGRATION SVC CALIFORNIA SERVICE CENTER P. O. BOX 30111 LAGUNA NIGUEL CA 92607-0111 Customer Service Telephone: (800) 375-5283 Form I-797A (Rev. 10/31/05)N</p> <p>PLEASE TEAR OFF FORM I-94 PRINTED BELOW, AND STAPLE TO ORIGINAL I-94 IF AVAILABLE</p>			
Detach This Half for Personal Records		152813376 25	
Receipt# WAC-13-247-51120		Receipt Number WAC-13-247-51120	
I-94# 152813376 25		United States Citizenship and Immigration Services	
NAME [REDACTED]		I-94	
CLASS E1		Departure Record Petitioner: NIPPON EXPRESS	
VALID FROM 10/17/2013 UNTIL 10/16/2015		16. Family Name [REDACTED]	
PETITIONER: NIPPON EXPRESS USA INC 24 01 44TH RD 14TH FL LONG ISLAND CITY NY 11101		15. First (Given) Name [REDACTED]	
		16. Date of Birth 05/26/1978	
		17. Country of Citizenship JAPAN	

Visa Stamp



I-9 for Foreign National with Nonimmigrant Visa

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative 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 examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)

Employee Last Name, First Name and Middle Initial from Section 1: Tanaka, Morihiko

List A Identity and Employment Authorization	OR List B Identity	AND List C Employment Authorization
Document Title: Japanese Passport	Document Title:	Document Title:
Issuing Authority: Japan	Issuing Authority:	Issuing Authority:
Document Number: TK4321145	Document Number:	Document Number:
Expiration Date (if any)(mm/dd/yyyy): 10/10/2020	Expiration Date (if any)(mm/dd/yyyy):	Expiration Date (if any)(mm/dd/yyyy):
Document Title: I-94	<div>3-D Barcode Do Not Write in This Space</div>	
Issuing Authority: DHS		
Document Number: 37988210392		
Expiration Date (if any)(mm/dd/yyyy): 02/24/2018		
Document Title:		
Issuing Authority:		
Document Number:		
Expiration Date (if any)(mm/dd/yyyy):		

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

Section 3: Reverification

Section 3. Reverification and Rehires *(To be completed and signed by employer or authorized representative.)*

A. New Name (if applicable) Last Name (Family Name) First Name (Given Name) Middle Initial B. Date of Rehire (if applicable) (mm/dd/yyyy):

C. If employee's previous grant of employment authorization has expired, provide the information for the document from List A or List C the employee presented that establishes current employment authorization in the space provided below.

Document Title: Document Number: Expiration Date (if any)(mm/dd/yyyy):

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.

Signature of Employer or Authorized Representative: Date (mm/dd/yyyy): Print Name of Employer or Authorized Representative:

- You **MUST** reverify an employee using **Section 3** if his or her temporary employment authorization has expired.
- You **MAY** also complete Section 3 if you:
 - **Rehire** the EMPLOYEE within 3 years of the date of initial execution of the Form I-9*
 - Update the **biographic information** of an employee

** USCIS recommends completing a new Form I-9 for rehires*

Reverification (cont.)

- Employee's temporary work authorization must be done no later than the expiration date.
- Review employee's document establishing work authorization beyond the expiration date.
- Complete Section 3 of the most recent I-9 version and print the employee's name in Sec. 1.
- Staple the new I-9 document copy (if applicable) to the original I-9.

Section 3 - Reverification (cont.)

- Section 3 does not need to be completed and no reverification needs to be done in the following instances:
 - Temporary absence of employee if there is a reasonable expectation of continuing employment
 - Promotions, demotions, or lateral job changes
 - LPRs whose PR card was current when hired but has since expired (this includes conditional LPRs (i.e., with only an initial 2 year validity)
 - List B documents that were current when hired but has since expired
 - Name change occurs through marriage

Other Tricky I-9 Situations

- Employment incident to status
- H-1B portability
- 240 day rule
- The receipt rule
- Curricular Practical Training

Employment incident to status

Certain types of aliens are authorized to work in the U.S. “incident to their status”:

- Lawful Permanent Residents
- Asylees and Refugees*
- U.S. nationals who are citizens of the Federated States of Micronesia and Republic of the Marshall Islands

*(See page 13 of M-274 for detailed explanation of how to handle asylee and refugee I-9s)

H-1B Portability

- AC-21 allows a current H-1B employee to begin work for a new employer as soon as an H-1B petition is filed by new employer.
- I-9 verification is done in two steps:
 - Upon employment, using foreign passport, Form I-94 showing current H-1B status and USCIS Receipt Notice for new H-1B petition
 - Upon receipt of the H-1B approval notice from USCIS.

240 Day Rule

- Allows certain nonimmigrants (i.e., H-1B, E-2, O-1, TN visa holders) to continue working for same employer for up to 240 days after expiration date of the current validity period - as long as the extension petition was filed prior to expiration.
- Employer writes “240 Day Ext.” in margin of Sec. 2 Form I-9 and the date the I-129 extension petition was submitted to USCIS.
- Once extension is approved, Section (reverification) needs to be completed. If extension is denied, work authorization ends upon notification of denial.
- Does not apply to a renewal application for EADs

Receipt Rule

- Employers can accept receipts* temporarily in lieu of a document when the original document is lost, stolen or damaged and the employee has applied for a replacement and is able to produce the receipt at the time of hire.
- Rule is not applicable to receipts for EADs or employees hired less than 3 days.
- Employee must present replacement document within 90 days of first day of work or expiration date of prior work authorization.

(*See I-9 Instructions – page 4)

Form I-20

http://www.unh.edu/oiss/sites/www.unh.edu/oiss/files/general/i-20_2.jpg - Windows Internet Explorer

http://www.unh.edu/oiss/sites/www.unh.edu/oiss/files/general/i-20_2.jpg

File Edit View Favorites Tools Help

Trademarks USPTO Apply for a U.S. Visa Home ... Nonimmigrant Visa - Instruct... Home - NetDocuments Department of Homeland Se... inszoom58Login Suggested Sites Web Slice Gallery

Attachment A Page 1

U.S. Department of Justice
Immigration and Naturalization Service

Certificate of Eligibility for Nonimmigrant (F-1) Student
Status - For Academic and Language Students (OMB NO. 1115-0051)

Please read Instructions on Page 2
This page must be completed and signed in the U.S. by a designated school official.

1. Family Name (surname):

First (given) Name: Middle Name:

Country of birth: Date of birth (mo/day/year):

Country of citizenship: Admission number:

2. School (school district) name:

School Official to be notified of student's arrival in U.S. (Name and Title):

School address (include zip code):

School code (including 3-digit suffix, if any) and approval date:
approved on _____

3. This certificate is issued to the student named above for:

4. Level of education the student is pursuing or will pursue in the United States:

5. The student named above has been accepted for a full course of study at this school, majoring in _____.
The student is expected to report to the school no later than _____ and complete studies not later than _____. The normal length of study is _____ months.

6. English proficiency:

7. This school estimates the student's average costs for an academic term of _____ (up to 12) months to be:

a. Tuition and fees \$ _____
b. Living expenses \$ _____
c. Expenses of dependents \$ _____
d. Other (specify): \$ _____
Total \$ _____

8. This school has information showing the following as the student's means of support, estimated for an academic term of _____ months (Use the same number of months given in item 7).

a. Student's personal funds \$ _____
b. Funds from this school \$ _____
Specify type: _____
c. Funds from another source \$ _____
Specify type: _____
d. On-campus employment \$ _____
Total \$ _____

9. Remarks: _____

10. School Certification: I certify under penalty of perjury that all information provided above in items 1 through 9 was completed before I signed this form and is true and correct; I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form; the school has determined that the above named student's qualifications meet all standards for admission to the school; the student will be required to pursue a full course of study as defined by 8 CFR 214.2(f)(6); I am a designated official of the above named school and am authorized to issue this form.

Name of School Official Signature of Designated School Official Title Date Issued Place Issued (city and state)

11. Student Certification: I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay as specified on page 2. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full course of study at the school named on page 1 of this form. I also authorize the named school to release any information from my records which is needed by the INS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status.

Name of Student Signature of Student Date

Name of parent or guardian Signature of parent or guardian Address (city) (State or Province) (Country) (Date)
if student under 18

Form I-20 A-B (Rev. 04-27-88)

Microfilm Index Number

SEVIS
For Immigration Official Use
Student's Copy
Visa issuing post Date Visa issued
Reinstated, extension granted to:

Curricular Practical Training

CURRICULAR PRACTICAL TRAINING

Section 2. Employer or Authorized Representative Review and Verification
(Employers or their authorized representative 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 examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)

Employee Last Name, First Name and Middle Initial from Section 1: Tanaka, Morihiko

List A Identify and Employment Authorization	OR List B Identify	AND List C Employment Authorization
Document Title: Foreign Passport	Document Title:	Document Title:
Issuing Authority: Japan	Issuing Authority:	Issuing Authority:
Document Number: TK432114	Document Number:	Document Number:
Expiration Date (if any) (mm/dd/yyyy): 09/19/2015	Expiration Date (if any) (mm/dd/yyyy):	Expiration Date (if any) (mm/dd/yyyy):
Document Title: I-94	3-D Barcode Do Not Write in This Space	
Issuing Authority: DHS		
Document Number: 37988210392		
Expiration Date (if any) (mm/dd/yyyy): D/S		
Document Title: Form I-20		
Issuing Authority: DHS		
Document Number: N0007025641		
Expiration Date (if any) (mm/dd/yyyy): 09/30/2015		

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.)

Signature of Employer or Authorized Representative		Date (mm/dd/yyyy)	Title of Employer or Authorized Representative	
Last Name (Family Name)		First Name (Given Name)	Employer's Business or Organization Name	
Employer's Business or Organization Address (Street Number and Name)		City or Town	State	Zip Code

Section 3. Reverification and Rehires *(To be completed and signed by employer or authorized representative.)*

A. New Name (if applicable) Last Name (Family Name) First Name (Given Name) Middle Initial B. Date of Rehire (if applicable) (mm/dd/yyyy):

C. If employee's previous grant of employment authorization has expired, provide the information for the document from List A or List C the employee presented that establishes current employment authorization in the space provided below.

Document Title:	Document Number:	Expiration Date (if any) (mm/dd/yyyy):
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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.

Signature of Employer or Authorized Representative:	Date (mm/dd/yyyy):	Print Name of Employer or Authorized Representative:
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Common Errors Revealed in I-9 Audits

- Missed deadlines for completion of Sections 1 & 2
- Missing information including citizenship or immigration status, signatures, dates of execution, date of hire and data elements from employee's documents
- Incorrect entry of document information
- Acceptance of inappropriate documents
- Document Abuse (too many documents used)

Correction Errors or Omissions on the I-9 After Initial Verification:

- Line out incorrect information
- Enter the new information
- Initial and date the change
- If unable to correct the old form, use most recent version of the new form, and retain corrected I-9 with original I-9