

# Foreign National Employees

- ☞ Completing the I-9 Form for foreign nationals can be challenging. For example, often the identity or work eligibility documents must be presented in combination with other documents. To further complicate matters, the identity and work eligibility documents are often unfamiliar to most U.S. citizens. The initial challenge, however, quickly goes away once you know what to look for.



# Foreign National Employees



- ✎ Foreign National employees can present whichever documents they possess. However, as a practical matter, most will probably only be able to present List A documents, not a combination of List B and List C documents.
- ✎ Virtually all visa holders will have the following combination:
  - Passport
  - I-94 card
  - I-20/DS-2019/I-797 (this document will vary based on visa status)
- ✎ Some may also possess an unexpired Employment Authorization Document (EAD) card, which is also a valid List A document.

# H-1b Visa Holders

- ∞ H-1b Visa holders are temporary specialty workers who perform services in a specialty occupation. A specialty occupation is one that requires theoretical and practical application of a body of highly specialized knowledge.
- ∞ H-1b visa holders at the University of North Texas can be a full-time faculty or staff employee – often, someone with a PhD or a Post-doc Research position.





# H-1b Visa Holders

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

## Form I-9, Employment Eligibility Verification

Read instruction: 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 documents have a future expiration date may also constitute illegal discrimination.

### Section 1. Employee Information and Verification (To be completed and signed by employee at the time employment begins.)

Print Name: Last Kint	First Roger	Middle Initial	Maiden Name
Address (Street Name and Number) 1000 Main Street		Apt. #	Date of Birth (month/day/year) 01/01/1970
City Any City	State MD	Zip Code 20745	Social Security # 100-00-0000

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  
 A noncitizen national of the United States (see instructions)  
 A lawful permanent resident (Alien #)  
 An alien authorized to work (Alien # or Admission #) 62663312312  
 until (expiration date, if applicable - month/day/year) 04/20/2006

Employee's Signature Roger Kint Date (month/day/year) 04/08/2005

**Preparer and/or Translator Certification** (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.

Preparer's/Translator's Signature \_\_\_\_\_ Print Name \_\_\_\_\_  
 Address (Street Name and Number, City, State, Zip Code) \_\_\_\_\_ Date (month/day/year) \_\_\_\_\_

**Section 2. Employer Review and Verification** (To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)

List A OR List B AND List C

Document title: Foreign Passport  
 Issuing authority: Republic of  
 Document #: 1234567890  
 Expiration Date (if any): 01/01/2012  
 Document #: H-1b/I-94 62663312312  
 Expiration Date (if any): 04/20/2006

**CERTIFICATION:** I attest, under penalty of perjury, that the above-listed document(s) appear to be genuine (month/day/year) and that to the best of my knowledge the information is true and correct. I understand that employment agencies may omit the date the employee was hired.

Signature of Employer or Authorized Representative  
Jane Doe

Business or Organization Name and Address (Street Name and Number, City, State, Zip Code)  
UNITE, 1155 Union Circle

**Section 3. Updating and Reverification** (To be completed if the employee is currently employed by the employer.)  
 A. New Name (if applicable)  
 B. If employee's previous grant of work authorization has expired, the employer must reverify the employee's identity and employment status.  
 Document Title: \_\_\_\_\_  
 Expiration Date (if any): \_\_\_\_\_

I attest, under penalty of perjury, that to the best of my knowledge the information is true and correct. I understand that employment agencies may omit the date the employee was hired.  
 Signature of Employer or Authorized Representative \_\_\_\_\_

**Section 2. Employer Review and Verification** (To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)

	List A	OR	List B	AND	List C
1 Document title:	<u>Foreign Passport</u>		_____		_____
2 Issuing authority:	<u>Republic of</u>		_____		_____
3 Document #:	<u>1234567890</u>		_____		_____
4 Expiration Date (if any):	<u>01/01/2012</u>		_____		_____
5 Document #:	<u>H-1b/I-94 62663312312</u>		_____		_____
6 Expiration Date (if any):	<u>04/20/2006</u>		_____		_____

**CERTIFICATION:** I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that

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- 1) Document title = Foreign Passport
- 2) Issuing Authority = name of the foreign government that issued the passport
- 3) Document # = document number listed in the passport
- 4) Expiration Date = the expiration date listed in the passport (usually on the page with the photo)
- 5) Document # = Departure number listed on the I-94 card
- 6) Expiration Date = the date or notation listed on the I-94 card
- 7) Expiration Date = the expiration date on the I-797