Quick Reference:
Completing an I-9 Form

**Important Information:** An Authorized Representative of Clemson University (CU Rep) must ensure that an I-9 form is completed on all newly hired employees no later than the first day of employment. Section 1 should never be completed prior to the employee accepting a job offer.

The original, signed form must be kept on file at Office of Human Resources even if the form is completed on a computer. HR partners must send the completed and signed (page 1 and CU Rep on page 2) form to the Office of Human Resources within 3 days of the hire date.

### Important Information:
- All fields in Section 1 on page 1 must be completed. If, however, an employee does not have a Middle Initial, Other Last Names Used, or Apt. Number, or, if the employee does not have or chooses not to provide an email address or telephone number, an N/A must be entered in the appropriate field.

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### STEP 1
Employee: Complete the Employee Information (Note: Only last names are needed in the Other Last Names Used section).

**CU Rep:** Ensure information is complete

**NOTE:** No fields in Section 1 can be left blank (see Important Information box below).

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### STEP 2
Employee: Indicate citizenship, sign and date.

The employee must indicate if a preparer or translator assisted in completing Section 1. If the employee indicates a preparer or translator assisted, the Preparer and/or Translator Certification must be completed.

If a preparer/translator is not used, the appropriate box must be checked.

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### Important Information:
There are links at the top of each page that provides Instructions, or allows you to Start Over or Print.
**Quick Reference:**
Completing an I-9 Form

**Important Information:** Section 2 and the Certification must be completed by an Authorized Representative of Clemson University (CU Rep) within 3 business days of the hire date. This section **should not** be completed by the employee. Prior to completing Section 2, the CU Rep must verify that information in Section 1 is complete and accurate.

### 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 a combination of one document from List B and one document from List C as listed on the “Lists of Acceptable Documents” page of the I-9 packet (see list on page 4). Determine if it reasonably appears to be genuine and relates to the person presenting it  
**(NOTE: Must physically examine original documents)**

**STEP 3**
**CU Rep:** Enter the employee’s name and enter the corresponding number for the employee’s Citizenship/Immigration Status (located in Section 1 on page 1). Examine one document from List A OR examine a combination of one document from List B and one document from List C as listed in the “Lists of Acceptable Documents” page of the I-9 packet (see list on page 4). Determine if it reasonably appears to be genuine and relates to the person presenting it  
**(NOTE: Must physically examine original documents)**

Enter the information from the documents reviewed.

**NOTE:** you must ensure documents are not expired.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Title</td>
<td>Document Title</td>
<td>Document Title</td>
<td>Document Title</td>
</tr>
<tr>
<td>Issuing Authority</td>
<td>Issuing Authority</td>
<td>Issuing Authority</td>
<td>Issuing Authority</td>
</tr>
<tr>
<td>Document Number</td>
<td>Document Number</td>
<td>Document Number</td>
<td>Document Number</td>
</tr>
<tr>
<td>Expiration Date (mm/dd/yyyy)</td>
<td>Expiration Date (mm/dd/yyyy)</td>
<td>Expiration Date (mm/dd/yyyy)</td>
<td>Expiration Date (mm/dd/yyyy)</td>
</tr>
</tbody>
</table>

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 above-named employee, 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 exceptions)

**Signature of Employer or Authorized Representative:** __________

**Title of Employer or Authorized Representative:** __________

**Last Name of Employer or Authorized Representative:** __________
**First Name of Employer or Authorized Representative:** __________
**Employer’s Business or Organization Name:** __________

**Employer’s Business or Organization Address:** __________
**City or Town:** __________
**State:** __________
**ZIP Code:** __________

**Click to Finish**

**Form I-9 07/17/17 N**

**Page 2 of 4**
This section is not used by Clemson University.
**Quick Reference:**
Completing an I-9 Form

**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.

<table>
<thead>
<tr>
<th>LIST A</th>
<th>Documents that Establish Both Identity and Employment Authorization</th>
<th>LIST B</th>
<th>Documents that Establish Identity</th>
<th>LIST C</th>
<th>Documents that Establish Employment Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. U.S. Passport or U.S. Passport Card</td>
<td>OR</td>
<td>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</td>
<td>1. A Social Security Account Number card, unless the card includes one of the following restrictions:</td>
<td>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</td>
<td></td>
</tr>
<tr>
<td>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
<td></td>
<td>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</td>
<td>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</td>
<td>3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</td>
<td></td>
</tr>
<tr>
<td>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</td>
<td></td>
<td>3. School ID card with a photograph</td>
<td>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</td>
<td>4. Native American tribal document</td>
<td></td>
</tr>
<tr>
<td>4. Employment Authorization Document that contains a photograph (Form I-765)</td>
<td></td>
<td>4. Voter's registration card</td>
<td>5. U.S. Citizen ID Card (Form I-197)</td>
<td>5. U.S. Military card or draft record</td>
<td></td>
</tr>
<tr>
<td>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:</td>
<td></td>
<td>6. Military dependent's ID card</td>
<td>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</td>
<td>7. U.S. Coast Guard Merchant Mariner Card</td>
<td></td>
</tr>
<tr>
<td>b. Form I-94 or Form I-94A that has the following:</td>
<td></td>
<td>9. Driver's license issued by a Canadian government authority</td>
<td>9. Employment authorization document issued by the Department of Homeland Security</td>
<td>10. School record or report card</td>
<td></td>
</tr>
<tr>
<td>(1) The same name as the passport and</td>
<td></td>
<td>10. School record or report card</td>
<td>11. Clinic, doctor, or hospital record</td>
<td>11. Clinic, doctor, or hospital record</td>
<td></td>
</tr>
<tr>
<td>(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.</td>
<td></td>
<td>12. Day-care or nursery school record</td>
<td>12. Day-care or nursery school record</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For persons under age 18 who are unable to present a document listed above:

1. School record or report card
2. Clinic, doctor, or hospital record
3. Day-care or nursery school record
Quick Reference: Completing an I-9 Form

Permanent Resident Card

**Important Information:** If the employee you are hiring indicates they have Permanent Residency on page 1 of the I-9 form, please use the following instructions for entering the Permanent Resident Card information.

**Previous Versions of the Permanent Resident Card (I-551)**

- The USCIS or Alien Resident Number (on the front of the card) is listed on the first page of the I-9 form in Section 1.

- The USCIS or Alien Resident Number (on the back of the card beginning with 3 letters on the first line) is listed in the Document Number field for List A in Section 2.

**Previous Permanent Resident Card (I-551) as of May 1, 2017**

- The USCIS or Alien Resident Number (on the back of the card beginning with 3 letters on the first line) is listed in the Document Number field for List A in Section 2.

See next page for Permanent Resident I-9 instructions.
Quick Reference: Completing an I-9 Form

Important Information: An Authorized Representative of Clemson University (CU Rep) must ensure that an I-9 form is completed on all newly hired employees no later than the first day of employment. Section I should never be completed prior to the employee accepting a job offer.

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**Employee Information and Attestation**

Section I: 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).

- **Employee:** Complete the Employee Information (Note: Only last names are needed in the Other Last Names Used section).
- **CU Rep:** Ensure information is complete.

**Important Information:** The employee must indicate if a preparer or translator assisted in completing Section 1. If the employee indicates a preparer or translator assisted, the Preparer and/or Translator Certification must be completed.

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**Section 2 and the Certification**

Section 2 and the Certification must be completed by an Authorized Representative of Clemson University (CU Rep) within 3 business days of the hire date. This section should not be completed by the employee. Prior to completing Section 2, the CU Rep must verify that information in Section 1 is complete and accurate.
Quick Reference: Completing an I-9 Form

**STEP 1**

**CU Rep:** Enter Employee’s Name and enter the corresponding number for the employee’s Citizenship/Immigration Status (located in Section 1 on page 1).

**Physically examine** the Permanent Resident Card to determine if it reasonably appears to be genuine and relates to the person presenting it.

**Enter** the information from the card as indicated below:

<table>
<thead>
<tr>
<th>Document Title:</th>
<th>Perm Res Card</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issuing Authority:</td>
<td>USCIS</td>
</tr>
<tr>
<td>Document Number:</td>
<td>On back of card</td>
</tr>
<tr>
<td>Expiration Date:</td>
<td>Optional</td>
</tr>
</tbody>
</table>

**NOTE:** Some older versions of the Permanent Residency card may not have an expiration date.

**STEP 2**

**CU Rep:** Enter the date of the employee’s first day of work.

**Enter** the name and title of the person completing Section 2.

**Enter** the employer’s business name and phone number.

**Sign** and **Date** the attestation.
Quick Reference: Completing an I-9 Form

This section is not used by Clemson University.