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.

**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).

**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.

**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.
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.

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**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. 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.

**STEP 4**
**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 section.
Quick Reference:
Completing an I-9 Form

<table>
<thead>
<tr>
<th>Employee Name from Section 1:</th>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
<th>Middle Initial</th>
</tr>
</thead>
</table>

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

A. New Name (if applicable)

<table>
<thead>
<tr>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
<th>Middle Initial</th>
</tr>
</thead>
</table>

B. Date of Rehire (if applicable)

<table>
<thead>
<tr>
<th>Date (mm/dd/yyyy)</th>
</tr>
</thead>
</table>

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Document Number</th>
<th>Expiration Date (if any) (mm/dd/yyyy)</th>
</tr>
</thead>
</table>

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.

<table>
<thead>
<tr>
<th>Signature of Employer or Authorized Representative</th>
<th>Today’s Date (mm/dd/yyyy)</th>
<th>Name of Employer or Authorized Representative</th>
</tr>
</thead>
</table>

This section is not used by Clemson University.
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 Permanent Resident Card (I-551)

Current 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.

See next page for Permanent Resident I-9 instructions.
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.

Employee Information and Attestation: Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment. Section I should never be completed prior to the employee accepting a job offer.

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.

STEP 2

Employee: Indicate citizenship, sign and date.

CU Rep: Ensure USCIS or Alien Resident Card number is listed.

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.
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.

**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:

- **Document Title:** Perm Res Card
- **Issuing Authority:** USCIS
- **Document Number:** On back of card
- **Expiration Date:** Optional

**NOTE:** the Card Expires date may be expired but the card can still be used since the Permanent Residency does not expire. Some cards 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.