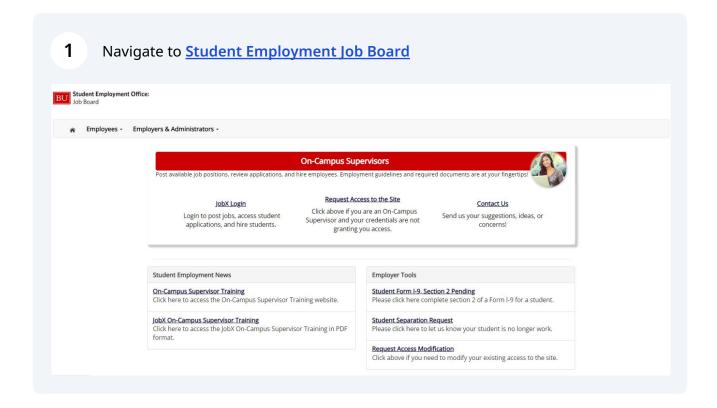
Completing the Form I-9 Section 2 for Student Employment

This guide provides step-by-step instructions on how to complete Section 2 of the Form I-9 for student employment. It explains how to access the form, verify documentation based on citizenship status, and certifying the form. It also provides tips and alerts to ensure that the process is done correctly. Following this guide will ensure that the Form I-9 is completed accurately and allows the hiring process to proceed smoothly.

Accessing the Section 2 of the Form I-9



2 Click "Student Form I-9, Section 2 Pending"

Employer Tools

Student Form I-9, Section 2 Pending

Please click here complete section 2 of a Form I-9 for a student.

Student Separation Request

Please click here to let us know your student is no longer work.

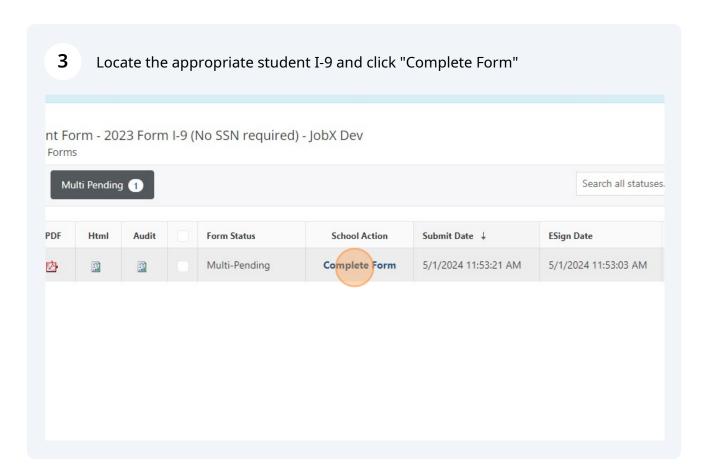
Request Access Modification

Click above if you need to modify your existing access to the site.



Supervisors tagged to complete section 2 of the Form I-9 for a student will receive an email notifying them that their student has completed section 1 of the Form I-9. The email will say who initiated the I-9 and provide a direct link to Section 2.

Students must supply acceptable identifying documentation to the user completing section 2 in person.



The user will have access to the information the student enters. 4 Confirm the citizenship status entered with the student. * = required Some content may be updated based on select US **Employment Eligibility Verification** For Department of Homeland Security OMB No. U.S. Citizenship and Immigration Services Expires 0 START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failin comply with the requirements for completing this form. See below and the Instructions. ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in Section 1, or specify which acceptable documentation employees must present for Section 2 or Supplement B, Reve and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal. 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, to before accepting a job offer. Last Name (Family Name) First Name (Given Name) Rogers1 Address (Street Number and Name) Apt. Number (if any) City or Town State Zip Code 02215 881 Appletree lane Boston Date of Birth (mm/dd/yyyy) U.S. Social Security Number Employee's E-mail Address Employee's Telephone Nu 01/01/2001 I am aware that federal law Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructi 1. A citizen of the United States provides for imprisonment and/or fines for false statements, or the 2. A noncitizen national of the United States (See instructions.) use of false documents, in connection with the completion A lawful permanent resident (Enter USCIS or A-Number. of this form. I attest, under 4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any) penalty of perjury, that this

5 Scroll down to complete section 2 of the form.

NOTE: Documentation necessary to complete section 2 will depend on the citizenship status selection.

<u>Click here</u> to view a list of Acceptable Documents.



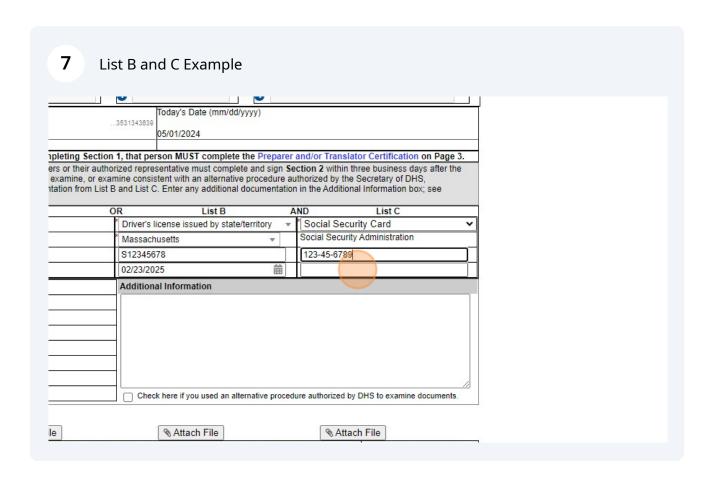
Alert!

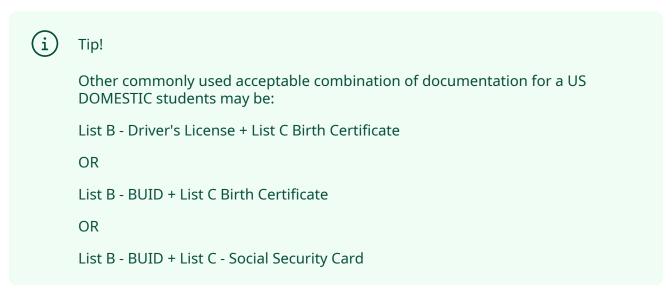
All documentation must be original and valid and viewed in person.

Viewing copies, scans, facsimiles digital images on devices or viewing documents over Video Conferencing application is NOT ACCEPTABLE.

If the student happens to be a U.S. Citizen

6 List A Example 4. A noncitizen (other than Item Numbers 2, and 3, above) authorized to work until (exp. date, if any) penalty of perjury, that this information, including my If you check Item Number 4., enter one of these selection of the box attesting to Form I-94 Admission Number Foreign Passport Number and Country of I USCIS A-Number my citizenship or immigration OR OR status, is true and correct. Signature of Employee Today's Date (mm/dd/yyyy) 3531343639 Roy Rogers 05/01/2024 If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the Preparer and/or Translator Certification or Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign Section 2 within three business days employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS. documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; Instructions List A * U.S. Passport Document Title 1 U.S. Department of State **Issuing Authority** A12345678 Expiration Date (if any) 08/31/2025 Additional Information Document Title 2 (if any) **Issuing Authority** Document Number (if any) Expiration Date (if any) Document Title 3 (if any) **Issuing Authority** Document Number (if any) Expiration Date (if any)

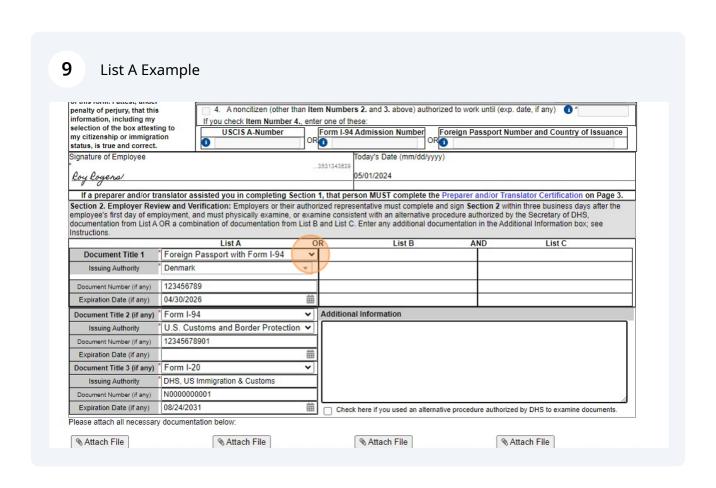




If the student happens to be a Permanent Resident



If the student happens to be a non-citizen on an F-1 Visa





Commonly used acceptable documentation for a student on an F-1 visa includes:

Foreign Passport, Form I-94 and the Form I-20



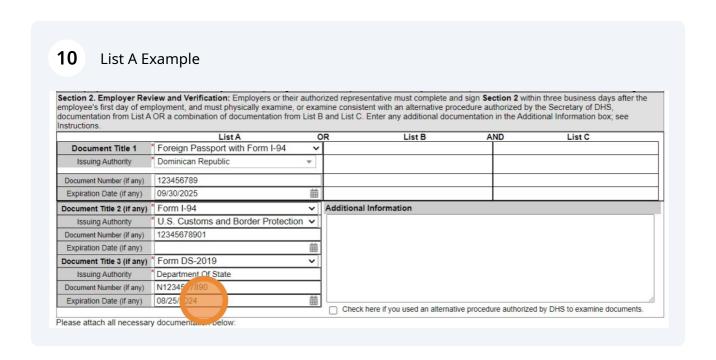
Alert!

International students must supply both Identification and work eligibly documentation.

List A options will fulfill these requirements comprehensively.

The options available in list B and C will NOT capture all the data required.

If the student happens to be a non-citizen on an J-1 Visa





Commonly used acceptable documentation for a student on an F-1 visa includes:

Foreign Passport, Form I-94 and the Form DS-2019.



Alert!

International students must supply both Identification and work eligibly documentation.

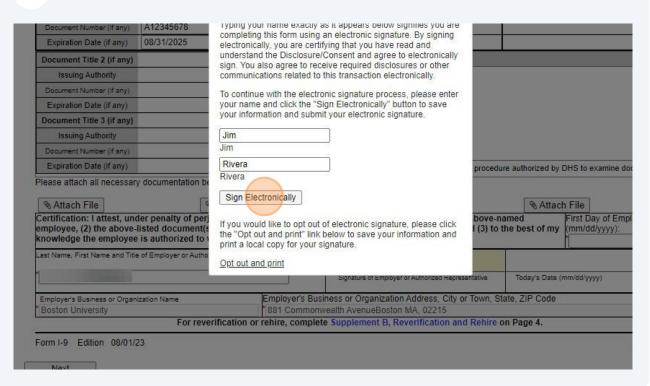
List A options will fulfill these requirements comprehensively.

The options available in list B and C will NOT capture all the data required.

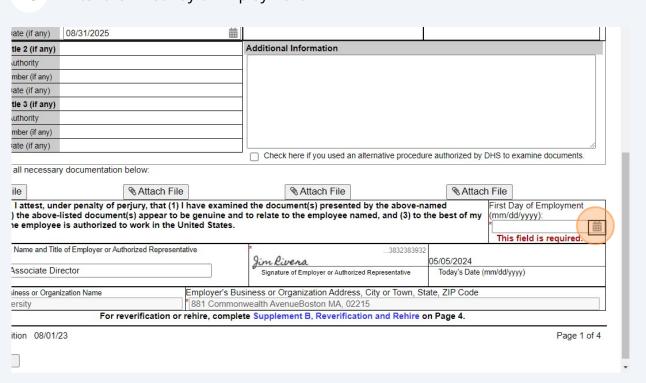
Certifying the Form I-9

Enter the "Last Name, First Name and Title of Employer." Then click the "click o 11 sign' field. Additional Information Document Title 2 (if any) **Issuing Authority** Document Number (if any) Expiration Date (if any) Document Title 3 (if any) Document Number (if any) Expiration Date (if any) Check here if you used an alternative procedure authorized by DHS to examine doc Please attach all necessary documentation below: Attach File Attach File Attach File 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. (mm/dd/yyyy): Last Name, First Name and Title of Employer or Authorized Representative Signature of Employer or Authorized Representative Today's Date (mm/dd/yyyy) Employer's Business or Organization Address, City or Town, State, ZIP Code Employer's Business or Organization Name **Boston University** 881 Commonwealth AvenueBoston MA, 02215 For reverification or rehire, complete Supplement B, Reverification and Rehire on Page 4. Form I-9 Edition 08/01/23 Next

12 Enter your name exactly as displays and click "Sign Electronically."



13 Enter the "First Day of Employment"



14 Once secction 2 is complete, click "Next." Expiration Date (if any) 08/31/2025 Document Title 2 (if any) Additional Information Issuing Authority Document Number (if any) Expiration Date (if any) Document Title 3 (if any) Issuing Authority Document Number (if any) Expiration Date (if any) Check here if you used an alternative procedure authorized by DHS to examine doc Please attach all necessary documentation below: NAttach File Attach File NAttach File NAttach File 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 First Day of Empl (mm/dd/yyyy):

Jim Rivera

881 Commonwealth AvenueBoston MA, 02215

For reverification or rehire, complete Supplement B, Reverification and Rehire on Page 4.

Signature of Employer or Authorized Representative

Employer's Business or Organization Address, City or Town, State, ZIP Code

15	On next page, scroll to bottom and click "Next."

knowledge the employee is authorized to work in the United States.

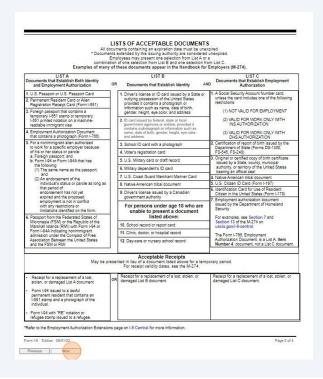
Last Name, First Name and Title of Employer or Authorized Representative

Rivera, Jim Associate Director

Boston University

Form I-9 Edition 08/01/23

Employer's Business or Organization Name



*05/06/2024 This field is re

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05/05/2024

Today's Date (mm/dd/yyyy)

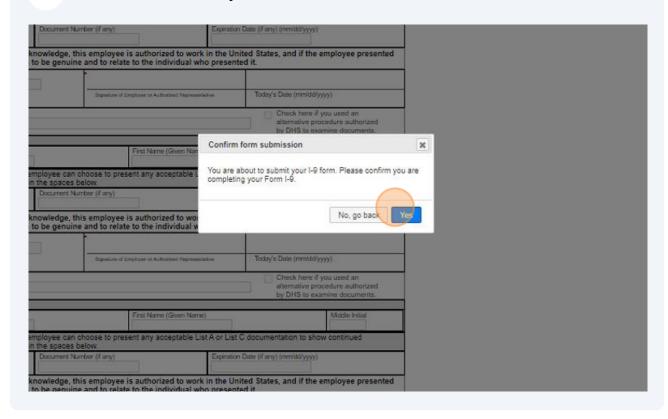
16 On next page, scroll to bottom and click "Next."

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17 On 4th and final page, scroll to bottom and click "Submit Form."

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18 Click "Yes" to confirm your submission



Once the Form I-9 is completed, you may proceed with the hiring process as long as the student met all employment form requirements.