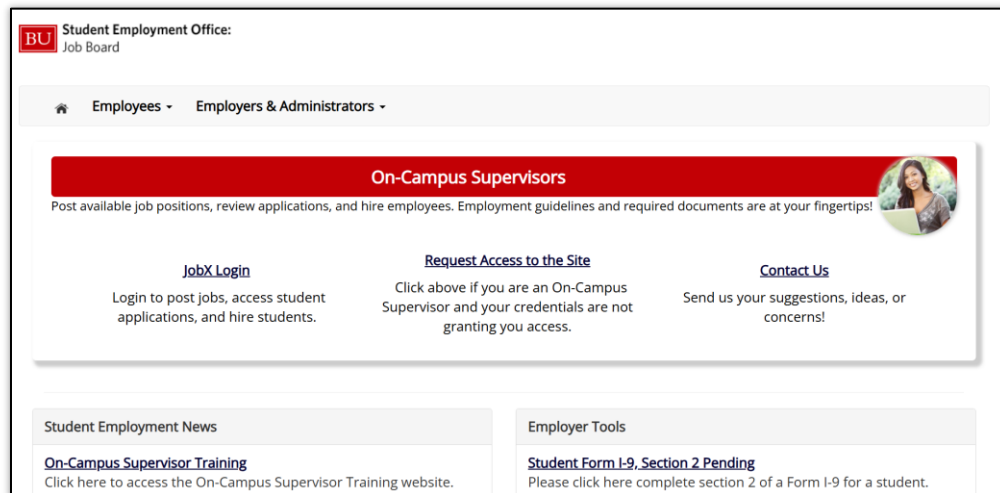


Completing the Form I-9 Section 2 for Student Employment

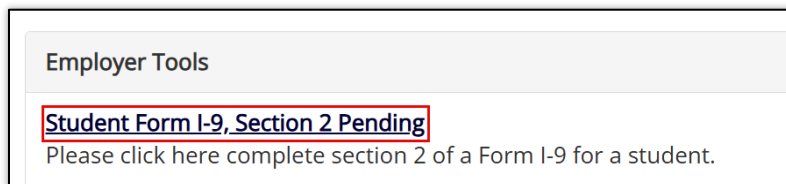
This guide provides step-by-step instructions on how to complete Section 2 of the Form I-9 for student employment. It explains how to access the form, verify documentation based on citizenship status, and certifying the form. It also provides tips and alerts to ensure that the process is done correctly.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

Accessing Section 2 of Form I-9

1. Navigate to [Student Employment Job Board section for On-Campus Supervisors](#).

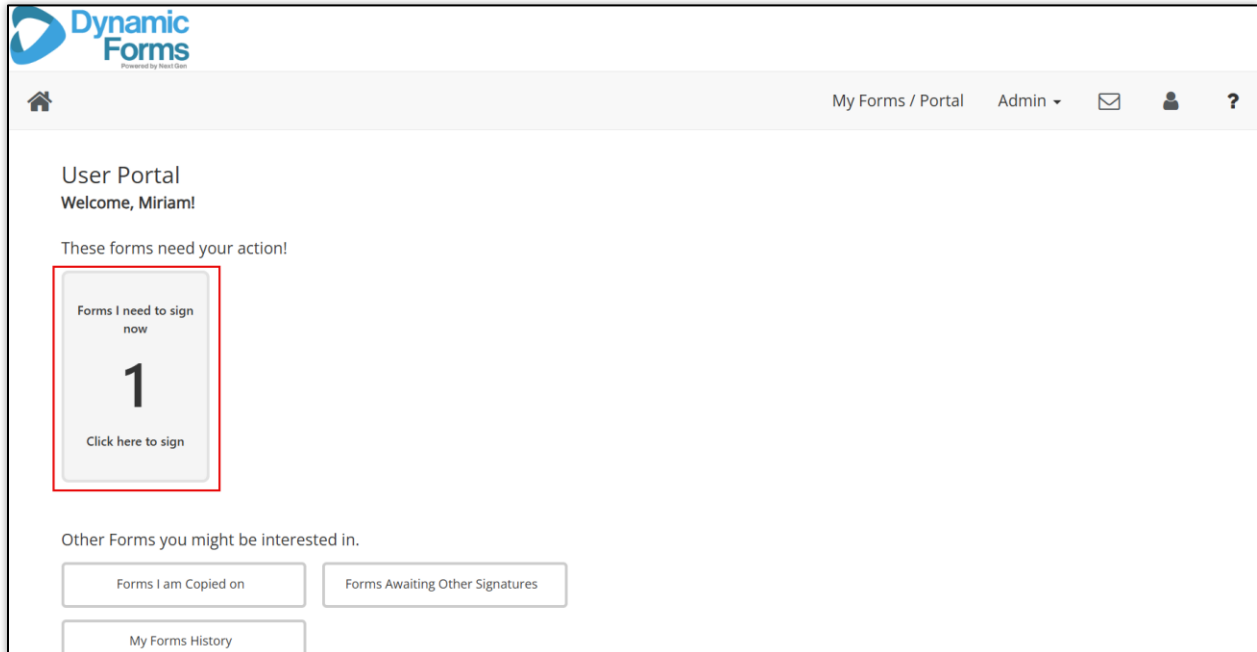


2. Under Employer Tools, select '**Student Form I-9, Section 2 Pending**'.

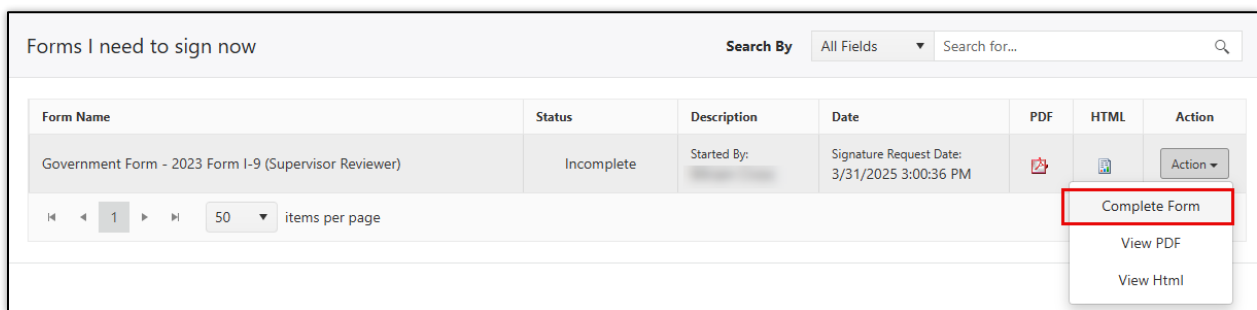


Tip! Supervisors tagged to complete section 2 of the Form I-9 for a student will also receive an email notifying them that their student has completed section 1 of the Form I-9. The email will say who initiated the I-9 and provide a direct link to Section 2.

3. The Dynamic Forms User Portal will load. Click the button labeled, “Forms I need to sign now” to access your queue.



4. Locate the appropriate student I-9 and under the 'Action' column, select **Complete Form**. (The name of the student employee who started the form will display in the 'Description' column.)



5. The instructions for Section 1 will display. These are the same instructions the student was shown before completing Section 1. Scroll down and verify that the user completing the Form I-9 is the **Authorized Representative** shown.
 - a. The Authorized Representative must be the user completing the form. It is not possible to edit the name and email of the Authorized Representative.

Completing Form I-9 Section 2

Form I-9 is a required government form that must be completed for authorization to work in the US. Please complete page one of the I-9 electronically to verify your employment eligibility. You must complete this form and present I-9 documentation to the University prior to starting work for compliance with the Form I-9 regulations.

Instructions for Section 1 (Page One) - [Click here](#) for more instructions on completing the Form I-9.

- **International Students:** Please use your on-campus room address
- **US Citizens and Permanent Residents:** Please use your home address.

After Completing Section 1

You should click the 'Next' button to continue to view all pages of the legal document and click 'Submit' on the last page. You are completed with this document when you land on the confirmation page at the end.

Next, you will be required to come to the person listed below in the **Authorized Representative Section** to present [I-9 documentation](#). Your I-9 documents regulations require original forms of identification for employment eligibility. Photocopies are not acceptable.

- **US Citizens/Permanent Residents:** Present one document from List A or Present one document from List B and one document from List C
- **International Students:** present your passport, most recent I-94, and I-20 (F-1 or J-1)

If you have any questions, please email seo@bu.edu.

Authorized Representative

Please confirm the following is the individual who will inspect your documents. If this is not the correct person please contact seo@bu.edu.

Authorized Rep First Name: * Last Name: * Email: * @bu.edu

6. Click **'Next'** to proceed to Form I-9.

Authorized Representative

Please confirm the following is the individual who will inspect your documents. If this is not the correct person please contact seo@bu.edu.

Authorized Rep First Name: * Last Name: * Email: * @bu.edu

7. The Form I-9 will display with the information entered by the student employee. Confirm the citizenship status entered with the student and verify that they brought the necessary documentation before completing Section 2.

Documents

The documents necessary to complete section 2 will depend on the citizenship status selection.

Documents must demonstrate both identity and eligibility to work in the U.S. The official list of acceptable documents can be found here: <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>



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


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

- For U.S. Citizens and Permanent Residents, common examples of documents include:
 - U.S. Passport, or
 - U.S. Permanent Resident Card/Green Card (Form I-551), or
 - Driver's License AND Social Security Card, or
 - Driver's License AND Birth Certificate, or
 - BU Terrier Card AND Social Security Card, or
 - BU Terrier Card AND Birth Certificate, or
- For international students on an F-1 visa, the student should present the following 3 documents: Passport AND Form I-94 AND Form I20
 - Students should print out a copy of their I-94 from the DHS website
- International students on a J-1 visa or other immigration status can be directed to BU ISSO.

[Instructions continue on the next page.]

LIST B & C EXAMPLES

The List B document verifies identity (a photo ID), and the List C document verifies work authorization. Most of these documents should have some form of document number, though not all of them will have an expiration date. These identifiers may appear in a variety of locations on the documents.

 List B and C documents may be used only if the student employee indicated that they are a U.S. citizen or permanent resident. If the student employee is an international student, List B and C documents can NOT be used, even if they have both types of documents.

Example using driver's license and social security card:

OR	List B	AND	List C
*	Driver's license issued by state/territory	*	Social Security Card
	California		Social Security Administration
	M1234567		123-456-1010
	09/01/2030		

Example using BU Terrier Card and birth certificate:

OR	List B	AND	List C
*	School ID	*	Birth certificate
	Boston University		Louisiana
	U1234567		041598

INTERNATIONAL STUDENT (F-1 VISA) EXAMPLE

The documents to complete the I-9 for international students work together to simultaneously verify identity and work authorization, so their information should be entered under List A.

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information field.

Instructions: **Example input for F-1 student:**

List A		OR	List B
Document Title 1 *	Foreign Passport with Form I-94	▼	
Issuing Authority *	India	▼	
Document Number (if any)	123456789		
Expiration Date (if any)	06/13/2031	📅	
Document Title 2 (if any) *	Form I-94	▼	Additional Information Form I-94 Admit Until Date: D/S
Issuing Authority *	U.S. Customs and Border Protection	▼	
Document Number (if any)	123456789A1		
Expiration Date (if any)		📅	
Document Title 3 (if any) *	Form I-20	▼	
Issuing Authority *	Department of Homeland Security		
Document Number (if any)	N0001110001		
Expiration Date (if any)	05/31/2028	📅	

Check here if you used an alternative procedure.

Note the following:

- **Passport Expiration Date:** Most passports display dates in DD-MM-YYYY format, but all date entries on Form I-9 should be entered in MM/DD/YYYY format.
- **Form I-94 Document Number:** This is the 11-character Admission (I-94) Record Number shown at the top of the I-94, containing both letters and numbers.
- **Form I-94 Expiration Date:** I-94s for both F-1 students should have an **“Admit Until Date” of “D/S”** which refers to “duration of study”. However, due to a system limitation it’s not possible to input a non-date format for this field. Until such time as this can be corrected, add the note as shown to the **Additional Information** field.
- **Form I-20 Document Number:** This is the 11-character SEVIS ID displayed on the top-left of the I-20, starting with the letter N.
- **Form I-20 Expiration Date:** This is the **PROGRAM END DATE** displayed in the Program of Study section of the I-20.



There is generally no need to use the ‘Attach File’ features on the Form I-9.

Certifying and Submitting the Form I-9

1. Enter the student's **First Day of Employment**.

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.		First Day of Employment (mm/dd/yyyy): <input type="text"/>
Last Name, First Name and Title of Employer or Authorized Representative <input type="text"/>	(click to sign) Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy) <input type="text"/>
Employer's Business or Organization Name Boston University	Employer's Business or Organization Address, City or Town, State, ZIP Code 881 Commonwealth Avenue Boston MA, 02215	

2. Enter the **Last Name, First Name, and Title of Employer**, using commas to separate each value. Abbreviations may be used if needed for the job title.

Example: I attest, under penalty of perjury, that (1) I have examined 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.
Last Name, First Name and Title of Employer or Authorized Representative <input type="text" value="Terrier, Rhett, Assistant Director of School Spirit"/>

3. Click into the highlighted field labeled **'(click to sign)'** to sign electronically.

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.
(click to sign) Signature of Employer or Authorized Representative
Today's Date (mm/dd/yyyy)
Employer's Business or Organization Address, City or Town, State, ZIP Code

4. **Electronically Sign:** A pop-up with information about the electronic signature, including a link to Disclosure/Consent information will display. The user's first and last name will be automatically displayed. Type the first and last name into each field and then click 'Sign Electronically' to attach the e-signature to the form.

Sign electronically

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your first name in the first field, and your last name in the second field. Your name must match the names displayed in the dialog. Next, click the "Sign Electronically" button to save your information and submit your electronic signature.

Rhett
Rhett

Terrier
Terrier

Sign Electronically

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

5. Once the e-signature has been input, the field for 'Today's Date' will auto-populate.
 - a. The fields for 'Employer's Business or Organization Name' and 'Employer's Business or Organization Address, City or Town, State, ZIP Code' will also be auto-populated on the form and cannot be edited.

6. Click 'Next'. The subsequent three screens will show the additional pages of Form I-9. Do not enter anything on these pages; simply scroll to the bottom and click 'Next'.

7. On the fourth and final page, scroll to the bottom and click **'Submit Form'**.

Additional Information (Initial and date each notation.)		<input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents.
<input type="text"/>		
Form I-9 Edition 08/01/23		Page 4 of 4
<input type="button" value="Previous"/>	<input type="button" value="Return for Revision"/>	<input type="button" value="Submit Form"/>

8. A confirmation pop-up will display. Click **'Yes'** to confirm the submission.
9. Once the Form I-9 is completed, the hiring process may proceed as long as the student has met all employment form requirements.