

## SMU I-9 PROCEDURES

**Who must complete an I-9?** The U.S. Citizenship and Immigration Services requires a Form I-9 to be completed by all SMU employees who are paid wages. New employees hired for regular staff or faculty, student employee, and temporary employee (staff & faculty) positions must complete the Form I-9.

**When must the form be completed?** New employees must come to the Department of Human Resources on the first day of employment to verify eligibility to work in the United States and complete the I-9.

A Human Resources representative will be available for completion of this document during the hours of 8:30 AM - 5:00 PM, Monday through Friday.

**Please note, the I-9 procedure must never be conducted before an offer of employment has been made to a candidate and the candidate has accepted the offer.**

**What are the acceptable documents to complete I-9?** The list of documents acceptable for verification of work eligibility and identity can be found following this page. The employee will be asked to present either one original document from **List A** confirming employment eligibility and identity, **OR** one original document from **List B** establishing identity **AND** one original document from **List C** establishing employment eligibility. The choice of which document(s) to present belongs entirely to the employee. All documents presented must be **original** and **unexpired**.

**Who must be re-verified?** If an employee indicates in Section 1 that he or she is an alien authorized to work until a specified date, then the employee's work authorization must be re-verified on or before the date indicated by the employee. Every month, a list will be generated by the Department of Human Resources containing the names of all employees whose employment authorization will expire within the next 120 days. HR will send notification to the employee, advising the employee to present an unexpired document of his/her choice from List A or List C evidencing his or her continuing work authorization, no later than the date the current work authorization will expire.

Employment Category	Definition	Procedure for completing I-9
<b>New</b> <ul style="list-style-type: none"> <li>• Regular Staff</li> <li>• Regular Faculty</li> <li>• Adjunct Faculty</li> <li>• Student Employee</li> <li>• Temporary Employee</li> </ul>	First time employed at SMU	New I-9 form is required
<b>Re-hires</b> <ul style="list-style-type: none"> <li>• Regular Staff</li> <li>• Regular Faculty</li> </ul>	An employee who is terminated from the University and is re-hired or reinstated.	New I-9 form is required
<b>Re-hires*</b> <ul style="list-style-type: none"> <li>• Adjunct Faculty</li> <li>• Student Employee</li> <li>• Temporary Employee</li> </ul>	An employee who is terminated from the University and is re-hired <b>after one year from the date of termination.</b>	New I-9 form is required <i>*If re-hired less than one year from date of termination, see below.</i>
<b>Name Change</b>	Name change due to marriage or divorce	Re-verify original I-9
<b>Change in employment eligibility status</b>	Change in citizenship status or visa.	New I-9 form is required

\*Note: Because of the way the current University Payroll and Human Resources systems operate, student workers, as well as some temporary workers and adjunct faculty, are coded as "terminated" at the end of their current appointment even though they will be reappointed for the following academic year. As a matter of SMU's practice, if these workers are "terminated" at the end of one semester only to be re-hired within the following academic year, this will not be considered a "termination" requiring a new I-9, since employment was not terminated for I-9 purposes.

## LISTS OF ACCEPTABLE DOCUMENTS TO COMPLETE FORM I-9

To complete the I-9 Form, you must present proof of identity and proof that you are legally allowed to work in the United States.

**Option A** – One document from the list below is acceptable for both **identity** and **employment eligibility**. Only **unexpired, original documents** are accepted.

### Documents that Establish both Identity and Employment Eligibility

1. U.S. Passport or U.S. Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (*Form I-551*)
3. Foreign passport with a temporary *I-551 stamp* or temporary I-551 printed notation on a machine-readable immigrant visa
4. Employment Authorization Document that contains a photograph (*Form I-766*)
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, an unexpired foreign passport with *Form I-94* or *Form I-94A*, bearing the same name as the passport and containing an endorsement of the alien's non-immigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with *Form I-94* or *Form I-94A* indicating nonimmigrant admission under the Compact Free Associate Between the United States and the FSM or RMI

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**Option B** – If you do not have any documents from Option A, you will need **one document to establish identity** and **one document to establish employment eligibility**. Only **unexpired, original documents** are accepted.

#### Documents that Establish Identity

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
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
3. School ID card with a photograph
4. Voter's registration card
5. U.S. Military card or draft record
6. Military dependent's ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver's license issued by a Canadian government authority

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

10. School record or report card
11. Clinic, doctor or hospital record
12. Day-care or nursery school record

**AND**

#### Documents that Establish Employment Eligibility

1. Social Security Account Number card other than the one that specifies on the face that the card does not authorize employment in the United States
2. Certification of Birth Abroad issued by the Department of State (*Form FS-545*)
3. Certification of Report of Birth issued by the Department of State (*Form DS-1350*)
4. Original or certified copy of a birth certificate issued by a state, county, municipal authority or territory of the United States bearing an official seal
5. Native American tribal document
6. U.S. Citizen ID Card (*Form I-197*)
7. ID Card for use of Resident Citizen in the United States (*Form I-179*)
8. Employment authorization document issued by DHS