

Common I-9 Completion Errors

Purpose: This resource is intended to provide a quick reference guide with tips to avoid the most common errors affiliated with I-9 completion for all hiring departments across the NMSU system.

This document aligns with and supports the **Electronic I-9 and E-Verify** training, which is available online in Training Central.

Section 1 of the I-9 form must be filled out no later than the employee’s FIRST day of work.

Section 2 must be completed no later than 3 business days after the employee’s start date.

If an I-9 is not completed correctly, NMSU can be subject to fines and/or other penalties. The electronic I-9 system helps prevent some errors from occurring. However, there are still common errors. Review this information before submitting, to ensure every I-9 is correct.

Common Error	Description
<p>Section 1: Employee Information and Verification</p>	<p>“I attest, under penalty of perjury, that I am (check one of the following):” Non-citizen national is erroneously selected. U.S. non-citizen nationals are persons who owe permanent allegiance to the U.S., which includes those born in American Samoa, including Swains Islands. Foreign nationals in a non-immigrant status (like F, J or H) are not included in this category.</p>
<p>Section 1: Employee Information and Verification</p>	<p>The “alien authorized to work until” date is incorrect or blank. F-1 students = I-20 end date J-1 scholars = DS-2019 end date H-1B = I-797 Approval Notice end date Anyone with a work authorization card = the expiration date of the card (includes, but is not limited to OPT, STEM EXT, etc.)</p>
<p>Section 2: List A Error</p>	<p>If the I-94 says “D/S”, which means “Duration of Status”, a third document is needed to provide the work authorization end date. In these instances, both document numbers must be listed and the expiration date should be the same as used in Section 1.</p>