



NMSU I-9/E-Verify Solution

International I-9 Supplemental

NMSU I-9

Department User - International I-9 Supplement

This supplemental guide provides additional information and guidance in completing Form I-9 specifically for international employees. Due to the complexity of international I-9s, this supplement can only provide an overview. Please contact teamhrs@nmsu.edu for guidance when completing your first several international I-9s.

Departments access the I-9 Management system through my.nmsu for all I-9s, and the deadline for completing I-9s is consistent regardless of immigration status. The employee can complete Section 1 any time after they have accepted their job offer, but it must be completed by their first day of work for pay. Section 2 must be completed on or before the third business day the employee begins working for pay, unless the employee is hired for less than three business days, in which case Section 2 must be completed no later than the first day of employment.

Completing an International I-9—Section 1

Utilizing the link provided in the offer letter, the employee will complete Section 1 and will enter the information necessary to complete Form I-9. If an employee selects that they are an “Alien authorized to work” the employee should enter the date their employment authorization expires, if any, in this field. The I-9 instructions state the following:

“If you select this box, enter the date that your employment authorization expires, if any, in this field. In most cases, your employment authorization expiration date is found on the document(s) evidencing your employment authorization. Refugees, asylees and certain citizens of the Federated States of Micronesia, the Republic of the Marshall Islands, or Palau, and other aliens whose employment authorization does not have an expiration date should enter N/A in this field.”

Unless the employee is in one of the categories listed above (refugee, asylee, etc.), the date their work authorization expires must be entered by the employee in Section 1. For example, if the employee presented an employment authorization card, I-20 or Form DS-2019 the employee should enter the expiration date listed on the document.

Social Security Number: Some international employees will need to apply for a social security number, and might not have it at the time they complete their I-9. In this instance, the employee should select SSN applied for when completing section 1. E-Verify requires an SSN to create an E-Verify case; I-9 Management will track all the I-9s completed with this option. When the employee provides you with their SSN, access their Employee Detail page. From there you can click the Change SSN link to enter the employee’s SSN and satisfy the SSN Applied For status. If this is not completed within the first three business days, select the Waiting for SSN to be issued when prompted to select the reason for the late E-Verify case being created.

E-Verify Late Reason

Promotion Checkout Account is a demo employer.>

Select the reason that this E-Verify case has not been submitted within 3 business days of hire.

Name:
Sue Sample

Reason E-Verify Case Created

Late:

Select a reason...

- Operational or technical issue encountered.
- Waited for SSN to be issued.
- Audit Revealed that New Hire Was Not Run.
- Federal Contractor verifying an existing employee.
- Employee presented an acceptable receipt as a Section 2 document.
- Other

Continue

Before completing Section 2, you should review Section 1 to ensure that the employee completed it properly. For example, make sure the employee provided an expiration date (if applicable) and that the expiration date provided matches the information on the documents provided. Review any possible errors with the employee. If there is no expiration date or an incorrect expiration date has been entered, contact teamhrs@nmsu.edu for guidance on how to correct these issues.

Completing an International I-9—Section 2

As a reminder, when completing an I-9 **we cannot ask for specific documents nor tell the employee which documents they have to present.** The documents must show employment authorization to work in the United States and in most, but not all cases, the expiration date of the work authorization. For the most up to date guidance on acceptable documents and combinations of documents, please review the Form I-9 handbook, specifically the [list of acceptable documents](#). International employees can present any combination of documents that show identity and while specific documents cannot be requested, the below list provides examples of several typical document combinations that an international employee might present.

F-1 Nonimmigrant Student (Except for OPT, STEM EXT)

- List A - Unexpired foreign passport, Form I-94 indicating F-1 nonimmigrant status, **and** Form I-20
- List B & C - Documents that establishes identity; for example - a state driver's license, Form I-94 **and** Form I-20

★ For OPT and STEM EXT please review the M-274 and contact teamhrs@nmsu.edu.

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J-1 Exchange Visitor

- List A - An unexpired foreign passport; Form I-94 indicating J-1 nonimmigrant status; **and** Form DS-2019 with the responsible officer's endorsement
- List B & C - Documents that establishes identity; for example - a state driver's license, Form I-94 indicating J-1 nonimmigrant status, **and** Form DS-2019 with the responsible officer's endorsement

TN NAFTA Professionals

- List A - An unexpired foreign passport; Form I-94 indicating TN nonimmigrant status
- List B & C - Documents that establishes identity; for example - a state driver's license, Form I-94 indicating TN nonimmigrant status.

H-1B Specialty Occupations

- List A – An unexpired foreign passport and Form I-94 showing H-1B status.
- List B & C - Documents that establishes identity; for example - a state driver's license and Form I-94 indicating H-1B nonimmigrant status.
- *Please Note:* When H-1B Visa Holders are issued a Form I-94, there are two dates listed that are 10 days apart. The expiration date for work authorization is the earlier of the two dates.

If you are unsure if any of the documents provided by the employee show employment authorization please contact teamhrs@nmsu.edu for guidance.

***Important Note-** if an employee presents a Form I-94 or I-94A, the expiration date for the I-94 must still be entered in section 2. *The I-94 expiration date is the expiration date for the document and is not necessarily the employment authorization date.* On a Form I-94/I-94A the expiration date is the **Admit Until Date**. On the example to the right this information is circled. In some cases, the admit until date is given as D/S. This stands for duration of status, and can be entered into the system as D/S.

**I-94/I-94As may look different than the example shown. For additional examples, please see the [M-274 employer handbook](#).*

To complete Section 2, the employee must physically present the original documents (or an acceptable receipt) to you that shows the employee's identity and employment authorization. See the [COVID-19 guide](#) for instructions on completing I-9s during this time.

U.S. Customs and Border Protection
Securing America's Borders

Get I-94 Number I-94 FAQ

Admission (I-94) Number Retrieval

Admission (I-94) Record Number: 69000888062

Admit Until Date (MM/DD/YYYY): 10/10/2012

Details provided on Admission(I-94) form:

Family Name:	LI
First (Given) Name:	LYDIA
Birth Date (MM/DD/YYYY):	01/01/1990
Passport Number:	P123123213
Passport Country of Issuance:	Mexico
Date of Entry (MM/DD/YYYY):	04/11/2012
Class of Admission:	B1

Using I-9 Management, locate the employee and review the data entered by the employee. Contact teamhrs@nmsu.edu if there any issues with the information entered by the employee; otherwise continue to select the documents provided by the employee. Select the appropriate list of documents and then the document or combination of documents from the drop-down list, and select the **Continue** button. Enter the information from the documentation provided by the employee. The information you are prompted to enter will match the documents selected on the previous page. Select the continue button to review the information entered and sign Section 2.

To complete Section 2, electronically sign the form, using the following steps.

1. Review the information entered on the Form I-9 to make sure it is correct.
2. Click the checkbox to agree with the perjury statement.
3. Enter any information required (this depends on your configuration settings).
4. Click the **Continue** button to complete your electronic signature.

After signing the I-9, upload the documents used during the process using the attach file button. Select the document from the drop-down menu; the options available should mirror the ones that were selected when completing section 2.

If at any point during this process you have questions, please contact teamhrs@nmsu.edu for assistance and further guidance.

Completing an International I-9—Section 3-Reverification

- Form I-129 240 Day Extension Please contact teamhrs@nmsu.edu for further guidance/assistance.
- I-766 EAD 180 Day Extension Please contact teamhrs@nmsu.edu for further guidance/assistance.

Because most international I-9s have an expiration date, if the employee wishes to continue working past that date, they are required to present documents that show an extended employment authorization date or an [acceptable receipt](#). This reverification must be completed prior to the date the employee's work authorization expires as NMSU cannot continue to employ anyone whose work authorization has expired. Due to the complexity of completing international I-9s, please contact teamhrs@nmsu.edu for guidance or assistance when completing your first several international I-9s.

To complete a Section 3 reverification, the employee needs to provide you with updated documents that show a new employment authorization expiration date, or an acceptable receipt. These documents need to be inspected and a scan taken to later be uploaded to I-9



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Management. After that, log into I-9 Management and find the employee. On the employee detail page, select the Section 3 button to start the reverification process.

When Section 3 has been launched, if the employee's name remains the same, do not enter the employee's name in the boxes provided, just select the appropriate document or combination of documents from the drop-down list provided to show work authorization extension. Select continue to enter the document information.

Enter the document information in the appropriate section, and review the information to

Last Name:	First Name:	Middle Initial:
<input type="text"/>	<input type="text"/>	<input type="text"/>

List A or C Documents: Receipt (e.g., replacement) [What's This?](#)

ensure it is correct, then select the continue button to go to the final step.

To complete the reverification process electronically sign Section 3. This is the same process as signing Section 2.

5. Review the information entered on the Form I-9 to make sure it is correct.
6. Click the checkbox to agree with the perjury statement.
7. Enter any information required (this depends on your configuration settings).
8. Click the **Continue** button to complete your electronic signature.
9. Upload documents

Questions

HR Service Center may be contacted at (575) 646-8000, Monday-Friday, 8:00 AM – 5:00 PM or you may email teamhrs@nmsu.edu for assistance or guidance in the I-9 process.

Additional Resources

- [I-9 training link](#)
- [NMSU I-9 Management User Guide](#)
- [I-9 Instructions & COVID-19 Quick Guide](#)
- [I-9 New Hire Guide](#)
- [Handbook for Employers M-274](#)