

International Student I-9s Processing Options

Christine Bargerstock

Changes that make it more routine

- Electronic I-9 - students complete Section 1 online and this system will let them print the list of acceptable documents based on what was indicated in Section 1.
- There is nothing for OISS to decipher on F documents:
 - Dept. of Homeland Security is no longer stamping Form I-20
 - Dept. of Homeland Security is no longer issuing I-94 cards, it is available for print by the student from CPB website.

Potential I-9 issues

- Student has not printed out I-94 information:
www.cbp.gov/i94 Student must have passport information to access his or her record
- Social Security number (not needed to complete I-9) MSU is not allowed to ask for SSN to complete I-9, this is unlawful discrimination if we do. Electronic system has box to check if no SSN.
- I-20 must be issued by MSU and must be MSU student

Common documents for F-1 student

Need to make sure we comply with the regulation but do not discriminate.
Not all international students are F-1 students and not all internationals are in non-immigrant status.

Common F-1 student I-9 documents are:

- Valid passport
- Valid I-94 (student can access on-line, only very limited I-94 cards are still in use)
- Valid I-20 (no more stamps on I-20)
- Please Note: we can't state what documents an individual can present, but for F-1 students these are typical items. For example: an F-1 student that was in the US previously and has a "clean" SSN card and Michigan driver's license could present SSN card and license for I-9 purposes, but would still need to indicate in Section 1 F-1 status. Most F-1 students will have a SSN card that is restricted and can't be used for I-9 purposes or will not have one at time of I-9.

When you complete Section 2 of I-9 what are you doing?

- Verifying person in front of you is the same person as the original documents presented. You can't specify which documents are presented.
- You must accept any document from list of acceptable documents presented that appear on their face to be genuine and related to person presenting them.
- Verifying the person has work authorization in US: F-1 students have the ability to work on campus as long as they are maintaining student status.
- They do not need special permission, it is inherent in status they can work on campus 20 hours per week or less when class is in session or 20 hours + when class is not in session.

11/10/2014

11/10/2014 11:03:11 AM EST



OMB No. 1651-0111
Expiration Date: 11/30/2014

Most Recent I-94

Admission (I-94) Record Number: 28925217930

Most Recent Date of Entry: [REDACTED]

Class of Admission: F1

Admit Until Date: D/S

Details provided on the I-94 Information form:

Last/Surname: [REDACTED]

First (Given) Name: [REDACTED]

Birth Date: [REDACTED]

Passport Number: [REDACTED]

Country of Issuance: [REDACTED]

[Get Travel History](#)

▶ Effective April 26, 2013, DHS began automating the admission process. An alien lawfully admitted or paroled into the U.S. is no longer required to be in possession of a preprinted Form I-94. A record of admission printed from the CBP website constitutes a lawful record of admission. See 8 CFR § 1.4(d).

▶ If an employer, local, state or federal agency requests admission information, present your admission (I-94) number along with any additional required documents requested by that employer or agency.

▶ Note: For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number.

Please read Instructions on Page 2
This page must be completed and signed in the U.S. by a designated school official.

1. Family Name (surname):
 First (given) Name: Middle Name:
 Country of birth: Date of birth (mo/day/year):
 Country of citizenship: Admission number:

2. School (School district) name:
 Michigan State University
 Michigan State University
 School Official to be notified of student's arrival in U.S. (Name and Title):
 Hershviyay Sisodia
 International Student Adviser
 School address (include zip code):
 450 Hannah Administration Building
 East Lansing, MI 48824-1046
 School code (including 3-digit suffix, if any) and approval date:
 DET214F0086000 approved on 01/30/2003

3. This certificate is issued to the student named above for:
 Continued attendance at this school.

4. Level of education the student is pursuing or will pursue in the United States:
 BACHELOR'S

5. The student named above has been accepted for a full course of study at this school, majoring in Logistics, Materials, and Supply Chain.
 The student is expected to report to the school no later than 08/21/2011 and complete studies not later than 08/21/2016. The normal length of study is 60 months.

6. English proficiency:
 This school requires English proficiency.
 The student has the required English proficiency.

7. This school estimates the student's average costs for an academic term of 9 (up to 12) months to be:

a. Tuition and fees	\$ 29,210.00
b. Living expenses	\$ 11,298.00
c. Expenses of dependents (0)	\$ 0.00
d. Other (specify): <u>insurance</u>	\$ 1,222.00
Total	\$ 41,800.00


10. School Certification: I certify under penalty of perjury that all information provided above in items 1 through 9 was completed before I signed this form and is true and correct; I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form; the school has determined that the above named student's qualifications meet all standards for admission to the school; the student will be required to pursue a full course of study as defined by 8 CFR 214.2(f)(6); I am a designated official of the above named school and am authorized to issue this form.

Hershviyay Sisodia	International Student A- adviser	07/14/2014	East Lansing, MI
Name of School Official	Signature of Designated School Official	Title	Date Issued Place Issued (city and state)

11. Student Certification: I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay as specified on page 2. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full course of study at the school named on page 1 of this form. I also authorize the named school to release any information from my records which is needed by the INS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status.

Name of Student Signature of Student Date

Name of parent or guardian Signature of parent or guardian Address (city) (State or Province) (Country) (Date)
 If student under 18

For Immigration Official User		SEVIS Student's Copy N0008239312 
Visa issuing post	Date Visa Issued	
Reinstated, extension granted to:		

8. This school has information showing the following as the student's means of support, estimated for an academic term of 9 months (Use the same number of months given in item 7).

a. Student's personal funds	\$ 0.00
b. Funds from this school	\$ 0.00
Specify type:	
c. Funds from another source	\$ 41,800.00
Specify type: <u>rather</u>	
d. On-campus employment	\$ 0.00
Total	\$ 41,800.00

9. Remarks:

When OISS completes I-9

- Have employee complete Section 1, if possible
- Employee should know date of hire (should be sent in email regardless where I-9 is completed: dept., OISS, or HR)
- Employee should know location code of unit (should be sent in email regardless where I-9 is completed: dept., OISS, or HR)
- Employee should be prompted by system to bring original documents if Section 1 is completed in advance. If not, department will have to instruct them to bring original documents.

OISS role beyond I-9

- Anyone can always contact OISS if they have any questions about immigration documents
- OISS reports to Student Employment, when termination of immigration status is processed.
- Some need SSN letter: Those without SSN need to come to OISS with completed SS letter from hiring unit, OISS signs, and student takes to SSA. Form is on OISS website (use most current version):
http://oiss.isp.msu.edu/documents/students/ssnletter_F1student.pdf
Students are only eligible to apply for SSN 30 days prior to start of employment.
- Students still need to come to OISS to get any work authorization for off campus

Questions?

chrisb@msu.edu

517-353-1720