

# Form I-9 Document Choices

The following is a list of the most common documents presented by international employees when completing the Form I-9. Other choices may be available that are not listed. Please check before refusing any document.

**Completing the Form I-9 is a personal interaction. The employee must present his original documents in person.**

**Please complete and sign Section 2 and review BOTH sections before allowing the employee to leave.**

## IMPORTANT

- We must always make the lists of acceptable documents available to the employee.
- We must never ask for any specific document.
- We must never refuse to accept any document they present if it is allowed.
- We must not accept more documents than are minimally necessary to complete the form.

### ■ Employment Authorization Card

- This is all you need to record in List A of the form.
- Note that employees here on F-1, J-1, TN, O-1, J-2, H-1, or any other status may have a work card. This is why it is important to ask for the work authorization documents, not just the visa status.

### ■ Employment Authorization Card/STEM Extension

- Authorized to work for 180 days while waiting for new work card.
- Expired Employment Authorization Card and the Form I-20 recommending the STEM extension.
- Enter the EAD only in List A.
- Add "180 day extension" in the Additional Information field.

### ■ Permanent Resident

- Permanent Resident Card, List A, is all that is needed.
- OR Driver License (List B) and Unrestricted Social Security Card (List C).

### ■ F-1 Student at UAB

- Foreign Passport and Form I-94 for List A.
- Form I-20 (Note we do not record the I-20 on the Form I-9. It just gives us the "work until" date.)

### ■ F-1 Student at UAB with CPT approval, will be noted on the I-20

- Foreign Passport, Form I-94, and Form I-20.
- Enter all three documents in List A.

## ■ J-1 Exchange Visitors

- Foreign Passport, Form I-94, and Form DS-2019.
- Enter all three documents in List A.

## ■ H-1, O-1

- Foreign Passport and Form I-94 for List A.
- Form I-797 (Note we do not record the I-797 on the Form I-9. It just gives us the “work until” date.)

## ■ H-1 Portability, new to UAB

- Foreign Passport, Form I-94, and I-797 (approval documentation from the previous employer). I-797 Receipt showing that UAB has filed a petition for the UAB H-1 approval.
- Complete as usual, but make a note on the form: “AC-21, Form I-129 submitted on (receipt date)”
- Keep the receipt with the I-9.

## ■ H-1 pending extension of same status with UAB

- I-979C Receipt showing that UAB has filed a petition for the UAB H-1 extension
- Update the form on file with the note: “240 Day Extension, Form I-129 submitted on (receipt date).”
- Keep the receipt with the I-9.

## ■ TN

- Foreign Passport and Form I-94 for List A.
- Form I-797 (Note that we do not record the I-797 on the Form I-9. It just gives us the “work until” date.)
- Note that there are other documents for those from Canada (TN):
  - » Canadian Driver License (List B)
  - » Form I-94 indicating the TN status (List C)

### **Upload these documents into the Guardian system to be kept with the Form I-9:**

- |   |  |
|---|--|
| • US Passport                           | • For pending H-1 extensions: I-979C   |
| • US Passport Card                      | Receipt showing that UAB has filed a   |
| • Employment Authorization Document     | petition for the UAB H-1 extension.    |
| • Permanent Resident Card               | • For pending STEM extensions: Expired |
| • For H-1 Portability employees: I-797C | Employment Authorization Card and the  |
| Receipt showing that UAB has filed a    | Form I-20 recommending the STEM        |
| petition for the UAB H-1 approval.      | extension.                             |