How to Complete Form I-9 with Examples

The examples below are of properly completed I-9s in an effort to maintain I-9 compliance. Please contact your campus HR office for assistance in completing the form.

Employees may present a single document from List A (unless they are an alien authorized to work) OR one document each from List B and List C. For a list of acceptable documents, please visit the USCIS website.

NOTE: Electronic signatures are not allowed on Form I-9 and are only used in the following examples. Form I-9 requires original signatures. **Do not take photocopies of documents used for the I-9.**

Highlighted sections in examples are required fields.

Please select the citizenship or U.S. employment-authorized immigration status indicated by the employee:

Page 1:

Page 2:

Page 1:
<table>
<thead>
<tr>
<th>Sample Documents</th>
<th>Paper Form I-9</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Sample Documents

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<table>
<thead>
<tr>
<th>Sample Documents</th>
<th>Paper Form I-9</th>
</tr>
</thead>
</table>

**Sample Documents**

**Paper Form I-9**
For more information regarding Form I-9 and employment authorization extensions (i.e., F-1 STEM OPT), please visit: [https://www.uscis.gov/i-9-central/acceptable-documents/employment-authorization-extensions](https://www.uscis.gov/i-9-central/acceptable-documents/employment-authorization-extensions)

For more information regarding acceptable receipts for Form I-9, please visit: [https://www.uscis.gov/i-9-central/acceptable-documents/receipts](https://www.uscis.gov/i-9-central/acceptable-documents/receipts)

**SOCIAL SECURITY CARDS**

Please note that if an employee provides a Social Security Card as a List C document it must be **UNRESTRICTED**. A card that includes any of the following restrictions is not considered an acceptable document:

- "NOT VALID FOR EMPLOYMENT"
- "VALID FOR WORK ONLY WITH INS AUTHORIZATION"
- "VALID FOR WORK ONLY WITH DHS AUTHORIZATION"

**HOW TO OBTAIN AN I-94**

If a student/employee does not have an I-94 with them when completing the I-9, you may obtain it from the USCIS Website:

- Go to: [https://i94.cbp.dhs.gov/I94/#/home](https://i94.cbp.dhs.gov/I94/#/home)
- Click "Get Most Recent I-94"
- Enter traveler information
- Click Next

Most recent I-94 should appear on the next page.
• How to Complete Form I-9 Employment Eligibility Verification via Employee Self-Service
• 0310.10 Form I-9 and E-Verify
• Nonresident Frequently Asked Payroll Questions
• How to Complete Form I-9 MaineStreet as Manager
• How to Complete Form I-9 with Examples