I-9 FORM INSTRUCTIONS

1. Go to https://www.uscis.gov/i-9

2. Select Form I-9 (PDF, 683 KB) (Note: Form works best in Explorer and Mozilla)

3. Complete Section 1
   a. Check the appropriate citizenship box
      i. If you select box #4, enter the date that your employment authorization expires, if applicable, in this field. You must enter information for 1, 2 OR 3.

4. Please check the appropriate box in the Preparer and/or Translator Certification section

5. Select “Click to Finish”

6. The Review and Complete dialog box opens:

   Select “Yes”

7. Please correct or complete any highlighted fields. Click next to the field for assistance.

8. Select “Click to Finish”

9. Scroll to the top of Page 1, select “Print” and print page 1 only.

10. Sign and date no later than your contract start date

11. Your completed form must be submitted, in person, along with your original and unexpired documents within three (3) business days of your contract start date. The Graduate Studies Office is located at 107 Humanities (Bldg #81). (Hours: M-F, 8am – 5pm)