**INSTRUCTIONS TO COMPLETE I-9 FORM**

**Note:**

* **This form must be signed in person when you provide your original document(s) to Jennifer Bomar.**

1. COMPLETE ALL INFORMATION ON SECTION (1).
2. CHECK THE BOX THAT APPLIES TO YOUR STATUS, MOST INTERNATIONALS WILL CHECK THE LAST BOX, “AN ALIEN AUTHORIZED TO WORK UNTIL (expiration date, use this format, MM/DD/YYYY)” THE DATE IS LOCATED ON YOUR IMMIGRATION DOCUMENT; DS2019, H1-B APPROVAL NOTICE, EAD, ETC.

PLEASE BE SURE TO ALSO INCLUDE THE DOCUMENT NUMBER:

* ALIEN REGISTRATION NUMBER/USCIS NUMBER – TYPICALLY 9 DIGITS AND BEGINS WITH AN “A”
* FORM I-94 ADMISSION NUMBER – 11 DIGITS AND CAN BE FOUND [HERE](https://i94.cbp.dhs.gov/I94/#/home)
* FOREIGN PASSPORT NUMBER AND COUNTRY OF ISSUANCE

1. CHECK THE APPROPRIATE BOX UNDER “PREPARER AND/OR TRANSLATOR CERTIFICATION”
2. SCHEDULE A TIME TO MEET WITH JENNIFER ([JBOMAR@WESLEYAN.EDU](mailto:JBOMAR@WESLEYAN.EDU)) AND BRING THE ORIGINAL DOCUMENT(S) YOU WILL USE TO VALIDATE THIS FORM.

THE MOST COMMONLY USED DOCUMENTS ARE:

* A VALID U.S. PASSPORT/PERMANENT RESIDENT CARD

**OR**

* ANY ITEM FROM LIST **A** ON THE LAST PAGE OF THE I-9 (LISTS OF ACCEPTABLE DOCUMENTS)

**OR**

* ONE ITEM FROM LIST B **&** C ON THE LAST PAGE OF THE I-9 (LISTS OF ACCEPTABLE DOCUMENTS)

WE WILL SIGN AND VALIDATE THE EMPLOYER SECTION WHEN WE VIEW YOUR DOCUMENTS IN PERSON.