Form I-9 Employee Information and Attestation

Employees new to the university will complete the employee portion of Form I-9 during the onboarding process.

Employees transferring from one university to another university may be directed to complete the employee portion of Form I-9 by logging on to MyUNT, MyHSC, MyUNTD, MyLaw or MySystem.

The employee completes Section 1: Employee Information and Attestation

Section 1: Employee Information And Attestation

(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name) ____________________________
First Name (Given Name) ____________________________
Middle Initial ____________________________
Other Names Used (if any) ____________________________
Address (Street Number and Name) ____________________________
Apt. Number ____________________________
City or Town ____________________________
State ____________________________
Zip Code ____________________________
Date of Birth (mm/dd/yyyy) __________
U.S. Social Security Number ____________________________
E-mail Address ____________________________
Telephone Number ____________________________

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

☐ A citizen of the United States
☐ A noncitizen national of the United States (See instructions)
☐ A lawful permanent resident (Alien Registration Number/USCIS Number) ____________________________
☐ An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) ____________________________

Some aliens may write "NA" in this field. (See instructions)

For aliens authorized to work, provide your Alien Registration/USCIS Number OR Form I-94 Admission Number.

1. Alien Registration Number/USCIS Number ____________________________
2. Form I-94 Admission Number ____________________________

OR

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number ____________________________
Country of Issuance ____________________________

Some aliens may write "NA" on the Foreign Passport Number and Country of Issuance fields. (See instructions)

Signature of Employee ____________________________
Date (mm/dd/yyyy) ____________________________
Selection Options and a description of each:

A citizen of the United States

A person born in the United States or granted citizenship status by Immigration and Naturalization Services (INS)

A noncitizen national of the United States

A person born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad

For this criteria you would have a passport from the Republic of Marshall Islands or the Federated States of Micronesia

When you select this option, a message will populate as a reminder that this option applies to a person who has a passport from either the Federated States of Micronesia (FSM) or the Republic of Marshall Island (RMI)

A lawful permanent resident

A person who is NOT a U.S. citizen and legally resides in the U.S. under a recognized and lawfully recorded permanent residence as an immigrant

Select this option and enter your Alien Registration or USCIS number in the indicated box
**An alien authorized to work**

A person who is NOT a U.S. citizen nor a lawful permanent resident, but is authorized to work in the U.S.

If this option applies, either enter your

1) Alien Registration Number/USCIS and select the appropriate issuing authority, OR

2) Enter your 11 digit admission number from your I-94. Select Customs and Border Protection if your document was issued by that agency, and provide your passport and country of issuance in the provided fields.

**Signature of Employee**

The name that you enter on Form I-9 will be available for selection. Selecting your name represents your electronic signature.

**If preparer/translator completes employee portion of Form I-9, preparer/translator should complete Preparer and/or Translator Certification**