Form I-9 Document Choices

The following is a list of the most common documents presented by International employees when completing the From 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 you 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 MINIMUMALLY 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, all you need.
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 that 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 that 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
   US Passport Card
   Employment Authorization Document
   Permanent Resident Card
   For H-1 portability people: I-797C Receipt showing that UAB has filed a petition for the UAB H-1 approval.
   For pending H-1 extensions: I-979C Receipt showing that UAB has filed a petition for the UAB H-1 extension.
   For pending STEM extensions: Expired Employment Authorization Card and the Form I-20 recommending the STEM extension.