



# FORM I-9 & E-VERIFY UF GUIDELINES



GUIDELINES FOR IMMIGRATION COMPLIANCE  
UFHR - EMPLOYMENT OPERATIONS & RECORDS  
[ufhr-employment@ufl.edu](mailto:ufhr-employment@ufl.edu)

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# FORM I-9 OVERVIEW

As required by federal law, the University of Florida (UF) must complete [Form I-9](#) for certain individuals hired for employment in the United States. The purpose of Form I-9 is to verify that employees are eligible to work in the United States, as required by federal law.

Currently, all UF employees complete Form I-9 through **GatorStart**, UF's electronic onboarding system. Employers may only require an employee to complete Form I-9 after an offer has been made and accepted. Requiring an employee to complete the form before acceptance is unlawful and considered discriminatory by the U.S. Citizenship and Immigration Services (USCIS).

## **Who Should Complete a Form I-9?**

Form I-9 is required for:

- Any individual receiving salary or wages from UF.
- Individuals participating in clinical trials.
- Employees receiving additional payments from UF.

## **Who is Exempt from Form I-9?**

Form I-9 is **not required** for:

- Employees that are hired on or before Nov. 6, 1986.
- Individuals who do not physically work on U.S. soil.
- Unpaid appointments such as Courtesy Faculty, Fellowships, and ISCR.
- Employees providing labor through contract services (e.g., temporary agencies).

# FORM I-9 SECTIONS

The [USCIS Employer Handbook](#) serves as a guide for HR administrators handling Form I-9 and E-Verify. This guide includes instructions on how to complete each section of the Form I-9, deadlines, retention rules, and examples of completed forms, how to correct errors, and acceptable documents employees can provide.

A few of these resources are provided by these quick shortcuts:

[Section 1](#) | [Section 2](#) | [Reverification](#) | [Acceptable Documents](#)

Form I-9 is a one-page form comprising two sections. Each section contains different requirements, and failure to comply could result in delayed hiring, transmission of incorrect data to USCIS for E-Verify purposes, and civil penalties.

## Section 1

- Must be completed by the employee **on or before the first day of employment**.

\*Example:

<b>Section 1. Employee Information and Attestation:</b> 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) <b>Ride</b>	First Name (Given Name) <b>Sally</b>	Middle Initial (if any) <b>K</b>	Other Last Names Used (if any)
Address (Street Number and Name) <b>7555 Draper Ave.</b>	Apt. Number (if any)	City or Town <b>La Jolla</b>	State <b>CA</b> ZIP Code <b>92037</b>
Date of Birth (mm/dd/yyyy) <b>05/26/1951</b>	U.S. Social Security Number <b>1 2 3 4 5 6 7 8 9</b>	Employee's Email Address <b>sallyride@email.com</b>	Employee's Telephone Number <b>(555) 555-5555</b>
I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.			
Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.): <input checked="" type="checkbox"/> 1. A citizen of the United States <input type="checkbox"/> 2. A noncitizen national of the United States (See Instructions.) <input type="checkbox"/> 3. A lawful permanent resident (Enter USCIS or A-Number.) <input type="checkbox"/> 4. A noncitizen (other than Item Numbers 2, and 3, above) authorized to work until (exp. date, if any)			
If you check Item Number 4., enter one of these: USCIS A-Number OR Form I-94 Admission Number OR Foreign Passport Number and Country of Issuance			
Signature of Employee <b>Sally Ride</b>		Today's Date (mm/dd/yyyy) <b>01/10/2023</b>	
If a preparer and/or translator assisted you in completing Section 1, that person <b>MUST</b> complete the <a href="#">Preparer and/or Translator Certification</a> on Page 3.			

## Section 2

- Must be completed by an authorized university representative **within three business days of the employee's start date**.

\*Example:

<b>Section 2. Employer Review and Verification:</b> Employers or their authorized representative must complete and sign Section 2 within three business days after the employee's first day of employment, and must physically examine documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.			
List A		OR	List B AND List C
Document Title 1	<b>U.S. Passport</b>		
Issuing Authority	<b>Department of State</b>		
Document Number (if any)	<b>000000000</b>		
Expiration Date (if any)	<b>03/15/2025</b>		
Document Title 2 (if any)	Additional Information		
Issuing Authority			
Document Number (if any)			
Expiration Date (if any)			
Document Title 3 (if any)			
Issuing Authority			
Document Number (if any)			
Expiration Date (if any)	<input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents.		
Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.		First Day of Employment (mm/dd/yyyy): <b>01/10/2023</b>	
Last Name, First Name and Title of Employer or Authorized Representative <b>Nelson, Bill - Administrator</b>	Signature of Employer or Authorized Representative <b>Bill Nelson</b>	Today's Date (mm/dd/yyyy) <b>01/10/2023</b>	
Employer's Business or Organization Name <b>NASA</b>	Employer's Business or Organization Address, City or Town, State, ZIP Code <b>300 Hidden Figures Way SW Washington, DC 20024</b>		

\*Note: the way Section 1 & 2 is completed above only represents one scenario; hiring scenarios will vary based on individual circumstances.

## REMOTE HIRES

Whether a new hire will be working completely remote, have a hybrid schedule, or needs to complete Section 2 before they relocate to their new hiring site, there are two inspection procedures that may be used to complete Section 2 from afar while staying compliant with federal guidelines.

### Virtual Inspection Procedure

If you use the alternative procedure at an E-Verify hiring site, you must apply it consistently to all employees there. However, you can choose to use it only for remote hires while requiring in-person document review for onsite and hybrid employees, as long as this practice is not discriminatory based on citizenship, immigration status, or national origin.

1. Employee provides copies (front and back, if the document is two-sided) of I-9 documents or an Acceptable Receipt
2. Employer examines copies of I-9 documents or an acceptable receipt to ensure that the documentation presented reasonably appears to be genuine and relates to the employee
3. Employer conducts a live video interaction with the individual presenting the document(s) to ensure that the documentation reasonably appears to be genuine and relates to the individual
  - The employee must first transmit a copy of the document(s) to the employer (per Step 1 above) and then present the same document(s) during the live video interaction
4. Employer retains a clear and legible copy of the documentation (front and back if the documentation is two-sided)
5. Employer indicates that the Alternative Procedure was used when completing Section 2 in I-9 Management
  - On the I-9 (version 08/01/2023) check the box to indicate that you used an alternative procedure in the Additional Information field in Section 2

Example of virtual attestation box in I-9 Management:

#### **Virtual I-9 Completion**

U.S. Citizenship and Immigration Services announced the authorization of an optional alternative procedure to in-person physical examination of the documentation presented for the purpose of completing the Form I-9.

For more information, including eligibility requirements, please view the [USCIS website](#).

Check here if you used an alternative procedure authorized by DHS to examine documents.

### Authorized Representative Inspection Procedure

For employees without access to a UF facility:

1. Employee locates an HR professional for assistance.
  - To locate someone near their area, please contact Employment Operations & Records with the zip code of the location the employee is at and EOR will

provide a list of contacts.

2. Employee completes Section 1 of Form I-9 on or before their first day.
3. Authorized representative reviews and completes Section 2 within three business days.
  - In certification area of Section 2, "First Day of Employment" must match start date (note: if start date is unknown, it may be left blank but must be filled in at a later time)
  - Business name: University of Florida
  - Business address: 903 West University Ave., Gainesville, Florida 32601
  - Note: if authorized representative is a notary, the notary should not affix their seal to Form I-9
4. The original I-9 and supporting documents are sent to UF Hiring manager/HR representative.
5. The representative completes and submits E-Verify case in I-9 Management
  - Upload supporting documentation to OnBase to confirm the authorized representative completed and verified to the E-Verify case

## LIST OF ACCEPTABLE DOCUMENTS

Employees must provide documentation to their employers to show their identity and authorization to work in the United States. It is important to note that the examples provided in the subsequent pages below for List A, B, and C. are only common examples but are not all of the acceptable documents. For a more complete list please visit [Form I-9 Acceptable Documents](#).

### Overview

- Employers **cannot specify** which documents an employee should provide.
- When completing Section 2, authorized representatives must review original documents, not photocopies.
- Expired documents or restricted work authorization documents (e.g., Social Security cards marked "Valid for Work Only with DHS Authorization", etc.) cannot be accepted.
- I-9 documents cannot be emailed due to security concerns.

## List A Documents

Documents that establish both identity and employment authorization. Employees presenting an acceptable List A document should not be asked to present any other document, for I-9 purposes.

### U.S. Passport/Passport Card Examples:



### Permanent Resident Card/Alien Registration Receipt Card (Green Card) Examples:



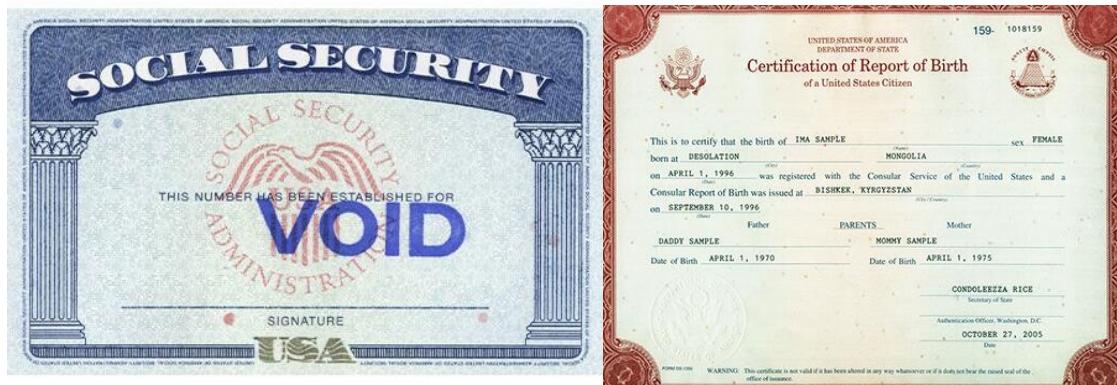
## List B Documents

The documents on List B establish only identity. Employees who choose to present a List B document must also present a document from List C for Section 2. Sample identification include but are not limited to driver's licenses, state identification cards, military and school IDs, etc.



## List C Documents

Documents that establish employment authorization. Employees who choose to present a List C document must also provide a document from List B, to reflect proof of identity for Section 2. Samples documents that reflect employment authorization include but are not limited to unrestricted social security cards, birth certificates, etc.



# Foreign Nationals

## Common Documents

The process for hiring a Foreign National Employee is different from hiring a U.S. citizen and permanent resident. The process may include obtaining employment authorization before the individual can work in the U.S. or, in some instances, the foreign national may already have employment authorization that can be used for a position at the University of Florida.

The following documents below are common examples:

### U.S. Visa



### Foreign Passport



## I-94 Form Arrival/Departure Record



**U.S. Customs and Border Protection**  
Securing America's Borders

### **Most Recent I-94**

Admission (I-94) Record Number : [REDACTED]

Most Recent Date of Entry: 2017 February 12

Class of Admission : J1

Admit Until Date : D/S

Details provided on the I-94 Information form:

Last/Surname : [REDACTED]

First (Given) Name : [REDACTED]

Birth Date : 1978 March 03

Passport Number : [REDACTED]

Country of Issuance : China

[Get Travel History](#)

► Effective April 26, 2013, DHS began automating the admission process. An alien lawfully admitted or paroled into the U.S. is no longer required to be in possession of a preprinted Form I-94. A record of admission printed from the CBP website constitutes a lawful record of admission. See 8 CFR § 1.4(d).

► If an employer, local, state or federal agency requests admission information, present your admission (I-94) number along with any additional required documents requested by that employer or agency.

► Note: For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number.

OMB No. 1451-0118  
Expiration Date: 03/25/2019

[For inquiries or questions regarding your I-94, please click here](#)

[Accessibility | Privacy Policy](#)

## Social Security Card



## Form I-20 (F-1 visa)

Department of Homeland Security  
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status  
OMB NO. 1653-0038

**SEVIS ID: N0004720633**

SURNAME/PRIMARY NAME Sample	GIVEN NAME Student	Class of Admission <b>F-1</b>
PREFERRED NAME Student Sample, II	PASSPORT NAME	ACADEMIC AND LANGUAGE
COUNTRY OF BIRTH LAOS	COUNTRY OF CITIZENSHIP LAOS	
DATE OF BIRTH 04 MAY 1995	ADMISSION NUMBER	
FORM ISSUE REASON CONTINUED ATTENDANCE	LEGACY NAME	

### SCHOOL INFORMATION

SCHOOL NAME SEVP School for Advanced SEVIS Studies SEVP School for Advanced SEVIS Studies	SCHOOL ADDRESS 9002 Nancy Lane, Ft. Washington, MD 20744
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL Helene Robertson PDSO	SCHOOL CODE AND APPROVAL DATE BAL214F44444000 03 APRIL 2015

### PROGRAM OF STUDY

EDUCATION LEVEL BACHELOR'S	MAJOR 1 History and Philosophy of Science and Technology 54.0104	MAJOR 2 None 00.0000
PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Student is proficient	EARLIEST ADMISSION DATE 04 APRIL 2016
START OF CLASSES 01 JUNE 2016	PROGRAM START/END DATE 04 MAY 2016 - 30 MAY 2020	

## DS-2019 (J-1 visa)

 U.S. Department of State <b>CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR STATUS (J-NONIMMIGRANT)</b>					OMB APPROVAL NO.1405-0119 EXPIRES: 07-31-2014 ESTIMATED BURDEN TIME: 45 min *See Page 2
1. Surname/Primary Name: <b>Sample</b> Given Name: <b>John</b> Gender: <b>MALE</b> <b>N0000147766</b> Date of Birth/(mm-dd-yyyy): <b>12-09-1980</b> City of Birth: <b>Anytown</b> Country of Birth: <b>IRELAND</b> Citizenship Country Code: <b>EI</b> Citizenship Country: <b>IRELAND</b>					<b>J-1</b>
Legal Permanent Residence Country Code: <b>EI</b> Legal Permanent Residence Country: <b>IRELAND</b> Position Code: <b>215</b> Position: <b>UNIVERSITY UNDERGRADUATE STUDENTS</b> Primary Site of Activity: <b>Exempt from Pre-placement</b>					
2. Program Sponsor: <b>Acme Trainee</b> Program Number: <b>P-4-16511</b> Participating Program Official Description: <b>TRAINEE</b>					
Purpose of this form: <b>Begin new program; accompanied by number (1) of immediate family members.</b>					
3. Form Covers Period: From (mm-dd-yyyy): <b>06-02-2015</b> To (mm-dd-yyyy): <b>05-15-2016</b>		4. Exchange Visitor Category: <b>TRAINEE</b> Subject/Field Code: <b>04.0902</b> Subject/Field Code Remarks: <b>None</b>			

## Employment Authorization Document (EAD Card/I-766)



## I-797A Approval Notice (H-1B)

An I-797A Notice of Action document from the United States of America. The document is on official U.S. government paper with a decorative border. The title "THE UNITED STATES OF AMERICA" is at the top, followed by "I-797A | NOTICE OF ACTION" and "DEPARTMENT OF HOMELAND SECURITY U.S. CITIZENSHIP AND IMMIGRATION SERVICES". The document contains the following information in a table:

Receipt Number [REDACTED]	Case Type I129 - PETITION FOR A NONIMMIGRANT WORKER
Received Date 11/13/2024	Priority Date
Notice Date 11/19/2024	Page 1 of 2
Petitioner UNIVERSITY OF FLORIDA	

Below the table, the text "UNIVERSITY OF FLORIDA" is repeated. To the right, a red box highlights the "Notice Type: Approval Notice", "Class: H1B", and "Valid from 12/10/2024 to 12/09/2027".

# REVERIFICATIONS

## Process and Guidelines

Reverification of employment authorization is required for foreign national employees whose work authorization documents have expired or are nearing expiration. This process ensures that all employees maintain valid authorization to work in the United States.

Temporary work authorization can be monitored via the Visa Expiration Report:

- Enterprise Analytics > Access Enterprise Analytics > Team Content > Human Resources Information > Workforce Information > Visa Status Expiration Report by Department

## Steps to Reverify

1. Meet with employee and review documentation
  - An employee's employment authorization must be reverified no later than the date their current work authorization expires.
2. Employee reviews list of [Acceptable Documents](#) and presents any List A or C document showing current employment authorization
  - Document must be valid if work authorization has expiration date
3. Employer reviews document to verify accuracy and authenticity
4. Employer completes [Supplement B \(formerly Section 3\)](#) on [Form I-9 \(pg. 4\)](#)
5. Submit Form I-9 and supporting document(s) via the [I-9 Reverification Portal](#)
  - Cases with incomplete I-9 forms and/or missing work authorization may be denied

Supplement B, Reverification and Rehire (formerly Section 3)			USCIS Form I-9 Supplement B OMB No. 1615-0047 Expires 05/31/2027
Last Name (Family Name) from Section 1.	First Name (Given Name) from Section 1.	Middle initial (if any) from Section 1.	
<p>Instructions: This supplement replaces Section 3 on the previous version of Form I-9. Only use this page if your employee requires reverification, is rehired within three years of the date the original Form I-9 was completed, or provides proof of a legal name change. Enter the employee's name in the fields above. Use a new section for each reverification or rehire. Review the Form I-9 instructions before completing this page. Keep this page as part of the employee's Form I-9 record. Additional guidance can be found in the <a href="#">Handbook for Employers: Guidance for Completing Form I-9 (M-274)</a></p>			
Date of Rehire (if applicable) Date (mm/dd/yyyy)	New Name (if applicable) Last Name (Family Name)	First Name (Given Name)	Middle Initial
Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.			
Document Title	Document Number (if any)	Expiration Date (if any) (mm/dd/yyyy)	
I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.			
Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	
Additional Information (Initial and date each notation.)		<input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents.	

## Key Reminders

- **Accurate personal details:** Ensure all employee details like full name, middle initial, and last name are entered correctly.
- **Correct dates:** Double-check the date of rehire, the date of reverification (today's date), and the expiration date of the presented document.
- **Document details:** If reverifying employment eligibility, accurately record the document title and document number used.
- **Signature and date:** Always sign and date the Supplement B section in the designated area.
- **Name changes:** If an employee has legally changed their name, update the information on Supplement B accordingly.

### **Reverification is Not Required**

- **U.S. Citizens and Noncitizen Nationals:** Individuals in these categories do not require reverification, regardless of document expiration.
- **Permanent Residents:** Current holders of Form I-551 (Green Card) do not need reverification upon document expiration.

### **Reverification is Required**

**Foreign Nationals with Expiring Work Authorization:** Non-resident and resident aliens whose employment authorization documents (e.g., Form I-20, DS-2019, H1-B and EAD) are approaching expiration need to undergo reverification.

#### **Common Case Types**

- Change of status: approval notice (most are already employed here, going from F-1 to H-1B)
- Extension:
  1. Approval Notice, OR;
  2. Prior Approval Notice with timely filed Receipt Notice (check that received date is prior to original expiration date). You add 240 days to expiration date of prior Approval Notice.

#### **Form I-20 (F1)**

- Form Issue reason should say Continued Attendance or Change of Education Level
  - Initial Attendance and Transfer Pending are not accepted for reverification purposes
- Need a new I-20 with new program start/end dates (on page 1)
- Need a new I-20 with new CPT dates (found on page 2)

#### **Form DS-2019 (J1/J2)**

- New DS-2019: Ensure its for UF and check “Form Covers Period” dates
- J2 VISA Holders: Do not get an automatic extension

#### **I-797A Approval Notice (H-1B)**

Timely process (reverify) the extension (Receipt Notice) prior to receiving the Approval Notice, as the Approval Notice will adjudicate the Receipt Notice.

## STEM OPT (EAD)

- STEM OPT (not OPT)
  3. EAD category C03B to C03C – EAD card with category C03B and USCIS receipt notice with category C03C gets automatic 180-day extension as long as the received date on receipt notice is dated before the EAD card expires
- A12 or C19 (Temporary Protected Status)
  - o <https://www.uscis.gov/humanitarian/temporary-protected-status>

## Approval Notice

Notices are **not valid** for Employment Authorization because the automatic extension ceases once USCIS adjudicates your STEM OPT extension application. A new EAD card is required.

Receipt Number [REDACTED]	USCIS Account Number [REDACTED]	Case Type 1765 - APPLICATION FOR EMPLOYMENT AUTHORIZATION
Received Date 12/24/2024	Priority Date 12/24/2024	Applicant [REDACTED]
Notice Date 01/29/2025	Page 1 of 1	
 [REDACTED]		<b>Notice Type:</b> Approval Notice <b>Class:</b> C03C <b>Valid from</b> 02/05/2025 to 02/04/2027
<p>We have approved your application for employment authorization. We will send your Employment Authorization Document (EAD) (also known as an EAD card or Form I-766) to you separately. Your EAD card should be produced within one to two weeks. Your EAD card will be mailed via U.S. Postal Service (USPS) Priority Mail with Delivery Confirmation to the address you designated. The time frame in which you will receive your EAD card may vary, depending on USPS delivery times. Please allow a total of 30 days from approval before inquiring with USCIS. We encourage you to use Case Status Online <a href="https://egov.uscis.gov/">https://egov.uscis.gov/</a> to find your USPS tracking number for EAD card delivery. If you have not received your EAD card within this time frame, please visit <a href="https://egov.uscis.gov/e_request/Intro">https://egov.uscis.gov/e_request/Intro</a> for instructions on how to submit an inquiry.</p> <p>Your EAD card is proof that you are allowed to work in the United States. Show the card to your employer to verify your authorization to work during the dates on the card. You cannot use this approval notice as proof of your employment authorization.</p> <p>When you receive your EAD card, please check that all the information on the card is correct. If you need to change any information on the card, please mail all of the following to the office listed below:</p> <ul style="list-style-type: none"><li>• A letter explaining what information needs to be corrected,</li><li>• Your EAD card,</li><li>• A photocopy of this notice, and</li><li>• Evidence to show what the correct information should be. For example, if you need to correct your name, submit a copy of your birth certificate or official name change.</li></ul> <p><b>If You Have a Pending Form I-485</b></p> <p>If you have a pending or approved Form I-140 and a pending Form I-485, you may request to change employers if your Form I-485 has been pending for at least 180 days. In order to do so, you need to submit documentation about your new job offer. For more information on how to request a change of employers and what information you must submit, please visit the USCIS website at <a href="http://www.uscis.gov">www.uscis.gov</a>.</p> <p>If your EAD card expires before we make a final decision on your Form I-485, you may apply for a new EAD card.</p> <p><b>THIS FORM IS NOT A VISA AND MAY NOT BE USED IN PLACE OF A VISA OR EVIDENCE OF EMPLOYMENT AUTHORIZATION.</b></p> <p><b>NOTICE:</b> Although this application or petition has been approved, USCIS and the U.S. Department of Homeland Security reserve the right to verify this information before and/or after making a decision on your case so we can ensure that you have complied with applicable laws, rules, regulations, and other legal authorities. We may review public information and records, contact others by mail, the internet or phone, conduct site inspections of businesses and residences, or use other methods of verification. We will use the information obtained to determine whether you are eligible for the benefit you seek. If we find any derogatory information, we will follow the law in determining whether to provide you (and the legal representative listed on your Form G-28, if you submitted one) an opportunity to address that information before we make a formal decision on your case or start proceedings.</p>		

## Receipt Notice

If you filed Form I-765, Application for Employment Authorization, to renew your expiring Employment Authorization Document (EAD), you may qualify for an up to 540-day automatic extension of the expiration date printed on your EAD while your application is pending. You qualify for this automatic extension if:

- The Form I-797C, Notice of Action, receipt notice you received for your pending Form I-765 renewal application has a “Received Date” that is before the “Card Expires” date shown on the face of your EAD;
- Your renewal application is under a Eligible Category/Class for an automatic extension; and
- The category on your current EAD matches the eligibility category/class listed on your Form I- 797C, Notice of Action, receipt notice.
- Your EAD renewal application is still pending with USCIS when your current EAD expires.

If all the above factors are true, then your employment authorization or EAD, or both, are automatically extended for up to 540 days while your EAD renewal application is pending. To determine your auto-extended EAD expiration date, please see the Automatic Extension Eligibility Calculator.

Received Number [REDACTED]	Priority Date 10/05/2023	Case Type I765 - APPLICATION FOR EMPLOYMENT AUTHORIZATION
Received Date 10/05/2023	Priority Date 10/05/2023	Applicant [REDACTED]
Notice Date 10/05/2023	Page 1 of 2	
[REDACTED]		<b>Notice Type:</b> Receipt Notice Amount received: \$0.00 U.S. Class requested: C08

We have received the application or petition ("your case") listed above. This notice only shows that your case was filed on the "Received Date" listed above. It does NOT grant you any immigration status or immigration benefit, and it is not evidence that your case is still pending. We will notify you in writing when we make a decision on your case or if we need additional information.

If you are applying for your initial (first) employment authorization based on having a pending asylum application and USCIS does not adjudicate the application within 30 days, you may be a member of the class action case, Rosario v. USCIS, Case No. C15-0813JLR. Please see [www.uscis.gov/roasio](http://www.uscis.gov/roasio) for further information about this class action case and how to investigate the status of your employment authorization application.

Please save this and any other notices about your case for your records. You should also keep copies of anything you send us, as well as proof of delivery. Have these records available when you contact us about your case.

If any of the information in your notice is incorrect or you have any questions about your case, you can connect with the USCIS Contact Center at [www.uscis.gov/contactcenter](http://www.uscis.gov/contactcenter) or ask about your case online at [www.uscis.gov/e-request](http://www.uscis.gov/e-request). You will need your Alien Registration Number (A-Number) and/or the receipt number shown above.

You can receive updates on your case by visiting [www.uscis.gov/casesstatus](http://www.uscis.gov/casesstatus) to get the latest status or you can create an account at [my.uscis.gov/account](http://my.uscis.gov/account) and receive email updates for your case.

**Automatic Employment Authorization Document (EAD) Extension** - This notice, by itself, does not grant any immigration status or benefit, nor is it evidence that this case is still pending. However, if you are eligible, you may use this notice in conjunction with your facially expired Form I-766, Employment Authorization Document (EAD), as proof of an automatic extension of employment authorization and/or EAD, as applicable.

You are eligible for an automatic extension of your employment authorization and/or EAD if:

- You have timely filed to renew your current employment authorization and/or EAD;
- Your EAD renewal request is under a category that is eligible for an automatic extension (see [uscis.gov/eadautoextend](http://uscis.gov/eadautoextend) for a list of eligible categories);
- The category on your current EAD matches the "Class Requested" listed on this notice (if you are a TPS beneficiary or applicant, your EAD and this notice must contain either the A12 or C19 class, but they do not need to match each other); and
- Your EAD renewal application is still pending with USCIS when your current EAD expires.

If eligible, you may present this notice to an employer with your expired EAD (and Form I-94, Arrival/Departure Record, if applicable) for employment eligibility verification (Form I-9) purposes.

# E-VERIFY

## Overview

E-Verify is an online system that checks a new hire's Form I-9 against DHS and SSA records to confirm work authorization. Federal contractors, including universities with E-Verify contract requirements, must verify all new and existing employees working on federal contracts.

E-Verify cases may be submitted one of two ways: 1) Navigating to a completed GatorStart packet and selecting "Complete I-9" or 2) Navigating to I-9 Management and searching by employee.

## Process

1. Department creates an ePAF, generating a GatorStart packet
2. Employee completes Form I-9 within GatorStart
3. Department verifies documents and completes Section 2
4. Department submits the E-Verify case in I-9 Management

Note: Breaks in service will require a new E-Verify case to be submitted in I-9 Management. Also, employees on short work break, leave of absence, or transferring from one department to another do not have to be verified again unless they have temporary work authorization, and their expiration date is imminent; see section for reverifications above.

## E-Verify Case Statuses

Once the hiring department completes Section 2, E-Verify will return a status that may indicate next steps for Employment Operations & Records. Departments **should not** proceed with closing out the following statuses as these will be managed by UFHR.

Case Status	Definition
Employment Authorized	Majority of cases are returned as this status and closed out automatically
Photo Matching	Occurs if the U.S. passport/passport card, EAD card, or permanent resident card is used; departments must attach a copy of one of these documents if used for Section 2
Unconfirmed Data	Possible mismatch between information on Form I-9 and DHS and/or SSA database
Error – Request Help	Missing or has incorrect information such as UF TempID was used in lieu of SSN
Pending Referral	Information did not match records available to DHS and/or SSA; additional action is required on the employee (UFHR will facilitate)

## Steps to Prevent Error- Request Help

Most Common Issue: Employees using the UF TempID instead of the Social Security Number and the case is submitted with the temporary number instead of removing the SSN and selecting "SSN Applied For" directly underneath.

1. Click on Review/Change Section 1 Information link in I-9 Management

2. Delete UF TempID in the SSN Field
3. Select “SSN Applied For” box directly underneath
4. Proceed to complete Section 2

**Important:** Remember to return to I-9 Management in order to update and submit the E-Verify case once the employee provides their social security number after receiving their card from the Social Security Administration (SSA).

- To update SSN and submit E-Verify case, login to I-9 Management > Search for Employees > Enter their name and search > Select employee’s name > Select Change SSN > Edit SSN > Continue

## **UF Temporary IDs**

A UF TempID is a temporary ID number that the University of Florida (UF) issues to foreign nationals who do not yet have a Social Security Number (SSN). The UF TempID is used to log into GatorStart and expedite the hiring process.

- Section 2 cannot be submitted without the SSN in Section 1 of Form I-9. For employees who have a UF Temporary ID, the department must select the “Applied For SSN” option which will place their case in a queue; the message “I-9 is not eligible for E-Verify, missing some Section 1 data” will appear.

### [Section 1. Employee Information](#)

* Last Name	* First Name	Middle Initial
Address (Street Number and Name)	Apt. Number	City or Town
* Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	E-mail Address
<input type="checkbox"/> SSN Applied For		
<small>* Citizenship/Immigration Status</small>		
<small>Alien/USCIS Number</small>		

Departments may monitor employees with a UF Temporary ID via:  
Enterprise Analytics > Human Resources Information > Employees with Temporary SSNs

## **Pending Referral Cases**

- Occasionally cases will go into a pending referral/tentative non-confirmation, which may require the employee to contact the appropriate agency: DHS or SSA
- If E-Verify case is in this status, Employment Operations & Records (EOR) will review and contact both the employee and department if action is needed
- Employee should abstain from contacting any outside agencies until speaking with EOR
- During this time, employee may continue to work until their case has been resolved

## CONTACTS

The following departments are routinely involved in the various aspects of these topics and may provide additional guidance.

### Employment Operations & Records

- Topics: Form I-9 and E-Verify
- Email: [ufhr-employment@ufl.edu](mailto:ufhr-employment@ufl.edu)

### Payroll Services

- Topics: Foreign National Information System (FNIS) and tax information and guidelines
- Email: [Payroll-services@ufl.edu](mailto:Payroll-services@ufl.edu)

### UF International Center

- Topics: Visa Information for F-1 Students and J-1 Student/Scholars
- Contact page: <https://internationalcenter.ufl.edu/about-ufic/staff>

### Immigration Compliance Services

- Topics: H-1B, TN, O-1, E-3 immigration statuses
- Email: [HRSImmigrationComplianceServices@mail.ufl.edu](mailto:HRSImmigrationComplianceServices@mail.ufl.edu)

## RESOURCES

[USCIS I-9 Central](#)

[USCIS Employer Handbook](#)

[E-Verify Frequently Asked Questions](#)

[E-Verify Employee Rights and Responsibilities](#)

[UF International Center](#) (for F-1 and J-1 students/scholar visas)

[Immigration Compliance Services](#) (for H-1B, TN, O-1, E-3 visa holders)

[Foreign National FAQs](#)

[What Can Hiring Departments Do in GatorStart?](#)