**Equifax Electronic Paper Form I-9 Upload Process**

**Upload I-9 Feature**
The Upload I-9 feature allows a Harvard I-9 Administrator to enter the information from a completed paper Form I-9 and then upload a scanned copy of the paper Form I-9 into the electronic I-9 system. This allows all Forms I-9 to be retained in a centralized database for tracking and reporting purposes. The instructions below explain how to upload a paper Form I-9 into I-9 Management.
Example of Section 1 of the Paper Form I-9 – this information must be entered into section 1, Employee Information Section of the Equifax Electronic paper form (see example of screen below)

Below is an example of Section 1 as it appears in the Equifax Upload Paper I-9 Form. Complete this section with all information entered in Section 1 of the paper Form I-9 – enter citizenship/immigration status as well as other details if the employee selected “Alien Authorized to Work.” The signature date of the employee is the date that the employee signed the paper Form I-9. Disregard the check box “Employee obtained Form I-94A........”
Only enter preparer and/or translator if it was completed on the paper Form I-9 or if you assisted the employee in completing Section 1.

Enter SSN, first day of work, Location and visa type if applicable.

Do not issue a temporary placeholder SSN.

Select List A or List B and C Documentation selected on the Form I-9.

NOTE: There are many different visa classifications used at the University to accommodate our international population. While the I-94 shows work authorization, I-9 Administrators must also collect additional documentation (I-797, I-20, DS-2019) to show eligibility to work at Harvard.
LIST A DOCUMENTS

- Foreign passport with I-94 or I-94A
- Foreign Passport with I-94 or I-94A and I-20
- FSM or RMI Passport with I-94 or I-94A
- Form I-94/I-94A with RE admission class (refugee)
- Receipt
- Expired EAD + Notice of Action
- Foreign Passport + I-94 (AC-21)

*H-1B VISA HOLDERS + I-797
F-1 VISA HOLDERS
J-1 VISA HOLDERS
List A document - Foreign Passport with I-94 or I-94A and DS-2019

**Document Title:** Foreign Passport

**Issuing Authority:**

Choose the issuing Authority on the Foreign Passport...

**Passport #:**

**Expiration Date:**

**Document Title:** I-94 or I-94A

**I-94 #:**

**I-94 Admit Until Date (mm/dd/yyyy):**

- [ ] Document has an Admit Until Date
- [ ] The document does not have an Admit Until Date
- [ ] Document states ‘D/S’

**Document Title:** DS-2019

**DS-2019/SEVIS #:**

- [ ] The document does not have a DS-2019/SEVIS number

Enter details of all Section 2 documents listed on the paper Form I-9.
Upload Form I-9 with Section 2 completed and signed by an Authorized Representative

Review all the detailed information and make corrections as needed.

Electronically Sign the form.
Follow the process to upload the Section 2 documentation.

Note the Paper I-9 Upload feature does not allow the use of the I-9 Mobile App.

**Generic Document Retention Policy**

Harvard University’s policy is to retain a copy of ALL supporting documents used to complete Section of the Form I-9 (either List A or List B and C documents requirements can be found on Harvard’s Training Portal) or scan and upload the images via a secure environment. If you are unable to attach the documents in a form that is compliant with federal regulations, See Harvard’s Training Portal for additional guidance.

| I cannot attach documents at this time, but will upload the documents within 2 business days. See Harvard’s Training Portal for documentation. |

**Instruction**

To upload a document do the following:

1. Select the document name from the drop-down list below. If you have a document to upload that is not listed in the drop-down, select the document type.
2. Use the Browse... button to select the image file of the document to upload. The image file must be a TIF, GIF, JPG, JPEG, or PDF file.
3. Click the Upload button.
4. The document you uploaded is displayed and you must click Correct or Incorrect to proceed.
5. Upload the next document.
6. When all documents are uploaded you may click the Finished button.

If you are unable to upload documents do the following:

1. Click the checkbox above indicating you could not upload documents.
2. Click the Finished button.

**E-Verify**

Current Status: Photo Matching

This E-Verify case requires further action. Click [view case details](#) to review the case and take the appropriate action.

Follow any E-Verify requirements as necessary.