




Harvard University

FALLBACK OPTION : INSTRUCTIONS FOR HIRING DEPARTMENT WHO HAS ASSIGNED A HARVARD AUTHORIZED REPRESENTATIVE

1. After the job offer has been accepted, the hiring department (“I-9 Administrator”) will email Form I-9 information to the new employee using [Accellion/Kiteworks](#) secure file transfer or [Outlook Message Encryption](#) and attach:
 - a. A blank copy of the Form I-9 with a link to the online Form I-9 instructions, OR
 - b. A Form I-9 that allows electronic signatures - see [Packet - Form I-9 with Instructions for Employee and Authorized Representative](#)
2. Employee will complete and sign Section 1 and check appropriate box for the Preparer/Translator section.
 - a. Section 1 of the Form I-9 must be completed by the employee promptly upon acceptance of an offer of employment, but **no later** than the first day of work.
3. The assigned Authorized Representative will complete Section 2. An authorized representative may be an adult household member, personnel officer, foremen, agent, notary public, etc.
 - a. Section 2 of the Form I-9 must be completed by the **end of the 3rd day** of work.
 - b. The Harvard I-9 Administrator should set up a videoconference to walk the Authorized Representative through the process and view and confirm the appropriate documentation is being collected and verified. (See [Instructions - Form I-9 New Employee and Authorized Representative.](#))
4. The Authorized Representative must fully review and complete Section 2 document information, including entering the first day of work, all Section 2 document information, reviewing the original documents in person, and electronically or manually sign the Form I-9.
 - a. An electronic signature must be a digital signature that shows the date and time the individual signed the form.
Example of an electronic signature: 
 - b. Copies of the Section 2 documentation must be included and submitted with the completed Form I-9.
 - c. If possible, the Authorized Representative should enter in the “Additional Information” box, “reviewed with” and the name of the Harvard I-9 Administrator who reviewed the documents with them.
5. The new employee will log into Accellion/Kiteworks and reply to the original email or reply using the original Outlook encrypted email and attach scans or photos of the full completed and signed I-9 and Section 2 documentation.
6. If using Kiteworks/Accellion or Microsoft Encryption
 - a. The Harvard I-9 Administrator emails ufs_crt@harvard.edu (subject line: “Completed I-9 Submission”) requesting an email address supplied by Payroll Customer Service to send the Form I-9 and documentation via secure email. Payroll Customer Service (via ufs_crt@harvard.edu) will contact the I-9 Administrator to specify a Payroll Customer Service contact to forward/send the documents via [Kiteworks/Accellion](#) or [MS Encryption](#).
 - b. When submitting the documents, please name the documents with the employee’s name and document being submitted (e.g., John_Harvard_I9 or John_Harvard_I94 or John_Harvard_I9FullPacket). OR
7. Fax the completed Form I-9 materials to 617-496-3196 and email ufs_crt@harvard.edu with the subject line “Complete I-9 Submission Faxed). Payroll Customer Service (via ufs_crt@harvard.edu) will confirm receipt of faxed documents



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INSTRUCTIONS TO THE *NEW EMPLOYEE* TO COMPLETE PAPER FORM I-9

Hiring Department:

This document must be completed by the hiring department and provided to the employee along with the [“Instructions to the Authorized Representative Completing Section 2 of the Form I-9.”](#)

If an adult household member is completing Section 2, the hiring department should set up a video conference with the Authorized Representative to assist them with every step of the process in order to confirm the appropriate documents have been presented and the form has been completed accurately.

EMPLOYEE INFORMATION

Last Name:	First Name:	Middle Initial:
Employee’s First Day of Employment (for I-9):		

INSTRUCTIONS TO THE EMPLOYEE:

Secure File Transfer and Household Member Acting as a Section 2 Completer

1. You, the employee, will receive a Harvard email requesting you complete the enclosed Form I-9. The email may be sent via Microsoft Outlook Encryption or Kiteworks/Accellion. In either case, follow the steps to log-in, request a PIN, or set up a one-time account using your email address as the log-in. Both Microsoft Outlook Encryption and Kiteworks/Accellion are secure file transfer solution for protecting data in transit. It uses industry-standard encryption to secure files sent or received by Kiteworks users.
2. You will download and save the Form I-9 to your desktop and complete Section 1 of the Form I-9 as soon as possible but **no later than** the close of business on your first day of employment with Harvard University. You may also find the Form I-9 in both English and Spanish at: <https://www.uscis.gov/i-9>
3. You are required to indicate on the form whether you did or did not use a preparer and/or translator to assist you with completing Section 1.
4. You will assemble original, unexpired documents that fulfill the requirements of [“Acceptable Documents.”](#)
 - You will photograph Section 2 documents and include them in your I-9 packet.
 - Attn: Nonresident Aliens: While the I-94 shows work authorization, Harvard requires **additional documentation** (I-797, I-20, DS-2019) to show eligibility to work at Harvard. Please consult the [“Acceptable Documents”](#) section of the Form I-9 Instructions.
5. You will have an adult (member of your household, notary, personnel office, etc.) act as Harvard’s Authorized Representative and complete Section 2 of the Form I-9. See the [attached Instructions for the Authorized Representative.](#)
6. Contact your hiring department listed on the instructions for Authorized Representative with questions. The Authorized Representative must fully complete Section 2 document information including entering the first day of work.
7. Signature requirements: If you have a printer, print out the Form I-9. The new employee must sign Section 1 and the Authorized Representative sign Section 2. Attach a scan or photo of the signed form with copies of the Section 2 documents, to the Microsoft Outlook Encrypted or Kiteworks/Accellion email and reply back to Harvard. If a printer is not available, both you and the Authorized Representative can electronically sign the Form I-9 and attach it with scans or photos of the Section 2 documents to the Kiteworks/Accellion email and reply back to Harvard.
8. NOTE: an electronic signature must be a digital signature that shows the date and time the individual signed the form. Example of an electronic signature:

Signature of Employee Karen Kittredge	Digitally signed by Karen Kittredge Date: 2020.05.13 09:20:24 -04'00'
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Harvard University

INSTRUCTIONS TO THE *AUTHORIZED REPRESENTATIVE* COMPLETING SECTION 2 OF THE PAPER FORM I-9

Hiring Department:

This form must be completed by the hiring department and provided to the employee. The employee is to provide this form to the Authorize Representative at the time the Form I-9 is completed.

A Harvard I-9 Administrator should set up a video conference with the Authorized Representative to assist with the process, view and confirm the appropriate documents have been presented and the form has been completed accurately.

Authorized Representative:

The U.S. Citizenship and Immigration Services (USCIS) requires employers to verify the eligibility of employees to work in the U.S. We are asking you to serve as Harvard’s authorized representative in this regard, by examining the individual’s original documents and then completing and signing Section 2 of the USCIS Employment Eligibility Verification Form I-9. Please contact the hiring department contact listed below with any questions or to set up a time to go through the process via video conference. Please see: [Form I-9 Instructions](#) and [List of Acceptable Documents](#) for additional information.

INSTRUCTIONS:

1. Confirm that the employee has fully completed, signed, and dated Section 1 of the I-9.
2. Confirm that the employee has indicated if they did or did not use a preparer and/or translator to assist with completing Section 1.
3. If not already completed, enter the employee’s last name, first name, and middle initial, then select the correct citizenship/immigration status in the “Employee Info from Section 1” area at the top of Section 2.
4. Review the documents presented; see list of “[Acceptable Documents](#).” Examine each original, unexpired document the employee presents to determine if it reasonably appears to be genuine and to relate to the person presenting it. Faxes, photocopies, and laminated social security cards are unacceptable.
5. In the spaces provided under List A or List B and List C, please record the document title, issuing authority, document number, and expiration date (if any). Note: There are many different visa classifications used at Harvard to accommodate our international population. While the I-94 shows work authorization, the Authorized Representative must collect **additional documentation** (I-797, I-20, or DS-2019) to show eligibility to work at Harvard. Consult the “[Acceptable Documents](#)” section of the Form I-9 Instructions.
6. Enter the date the employee began or will begin work for pay.
7. Enter the date you completed Section 2.
8. Enter your Title as “Authorized Representative,” your Last Name, and First Name.
9. Enter “Harvard University” for the Employer’s Business Name.
10. Enter the Employer’s Business Address listed below or Central Payroll, 1033 Massachusetts Ave., Cambridge, MA 02138 if blank.
11. Sign the form. By signing the form, you are attesting, under penalty of perjury, that to the best of your knowledge, the employee is authorized to work in the United States, and the document(s) you examined appeared to be genuine and to relate to the individual. NOTE: An electronic signature must be a digital signature that shows the date and time the individual signed the form.
12. Make copies of the section 2 documents reviewed to submit with the form.
13. Return the completed Form I-9 as well as the original and copies of the documentation back to the employee who will submit the packet to Harvard.

EMPLOYEE’S HIRING DEPARTMENT CONTACT INFORMATION

Contact Name:	Contact Title:
Contact Phone Number:	Contact Email Address:
Business Address (for I-9):	Business City, State, Zip (for I-9):