



Harvard University

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.

Welcome to I-9



Start a new Form I-9

Send Link to Employee

Upload Paper I-9

Search For Employees

Search for employees by entering a First or Last Name, SSN, Location, I-9 Type, or all of the above

Take Action! Refresh All

19 I-9 Pending Completion 4/7/2020 12:30:44 PM	53 Reverification Due 3/16/2020 2:06:44 PM	- Receipt Due None	24 SSN Applied For 3/18/2020 2:18:29 PM	1 E-Verify Issues 4/20/2020 2:18:29 PM
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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 Last 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		Employee's E-mail Address		Employee's 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 boxes):

1. A citizen of the United States

2. A noncitizen national of the United States (See instructions)

3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____

4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____
Some aliens may write "N/A" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: _____
OR

2. Form I-94 Admission Number: _____
OR

3. Foreign Passport Number: _____
Country of Issuance: _____

QR Code - Section 1
Do Not Write In This Space

Signature of Employee _____ Today's Date (mm/dd/yyyy) _____

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.....”

There is a maximum size of 2150 KB for the scanned Form I-9 image file you will upload. To complete the Upload Paper I-9 you will enter the Form I-9 information, upload the scanned image of the Form I-9, and then confirm the transaction.

Section 1. Employee Information

* Last Name * First Name Middle Initial Maiden and Other Names * Required Field

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

SSN Applied For

* Citizenship/Immigration Status Alien/USCIS Number Form I-94 Admission Number

Work Until Date (mm/dd/yyyy) Signature Date (mm/dd/yyyy) Foreign Passport Number Country of Issuance

Employee obtained Form I-94/I-94A number within the U.S. or entered the U.S. without a foreign passport



Harvard University

<p>Preparer and/or Translator Information</p> <p>Last Name: <input type="text"/></p> <p>First Name: <input type="text"/></p> <p>Signature Date (mm/dd/yyyy): <input type="text"/></p>	<p>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.</p>
<p>Please enter the employment information in Section 2 of the I-9 to be uploaded.</p> <p>SSN: <input type="text"/></p> <p>Employee: <input type="text" value="Test Upload"/></p> <p>* Employment Date: <input type="text" value="Auto-Fill"/></p> <p>Location: <input type="text"/></p> <p>Visa Type: <input type="text"/></p> <p>Review/Change Section 1 Information</p>	<p>Enter SSN, first day of work, Location and visa type if applicable.</p> <p>Do not issue a temporary placeholder SSN.</p>
<p>* Select the set of document(s) presented by the employee:</p> <p>The employee must prove their identity and authorization to work in the United States by presenting to the employer either 1 List A -OR- 1 List B and 1 List C document. Sometimes, you must accept a receipt in lieu of a List A, List B, or a List C document if the employee presents one. New employees who choose to present a receipt(s) must do so within three business days of their first day of employment. Receipts are not acceptable if employment lasts less than three business days. Acceptable Section II documents should match the citizenship status selected by the employee in Section I and the corresponding applicable List A or List B and C documents. A full list of documents is available in the Form I-9 instructions, which are accessible in Help (Knowledge Base).</p> <p><input type="radio"/> List A</p> <p>List A proves identity AND work authorization: <input type="checkbox"/> Receipt (e.g., replacement) What's This?</p> <p><input type="radio"/> List B and C</p> <p>List B proves identity: <input type="checkbox"/> Receipt (e.g., replacement) What's This?</p> <p>List C proves work authorization: <input type="checkbox"/> Receipt (e.g., replacement) What's This?</p>	<p>Select List A or List B and C Documentation selected on the Form I-9.</p> <p>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.</p>



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U.S. Citizenship and Immigration Services I-797C, Notice of Action

LIST A DOCUMENTS

- Form I-766 - Employment Authorization Document that contains a photograph
- Foreign passport with I-94 or I-94A ***H-1B VISA HOLDERS + I-797**
- Foreign Passport with I-94 or I-94A and I-20 **F-1 VISA HOLDERS**
- Foreign Passport with I-94 or I-94A and DS-2019 **J-1 VISA HOLDERS**
- 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)

U.S. Department of Justice
Immigration and Naturalization Service

I-20

1. Family Name (surname): **Stressed**

First (given) Name: **David** Middle Name: **MAX**

Country of birth: **NEW ZEALAND** Date of birth (mo/day/year): **11/1/1963**

Country of citizenship: **NEW ZEALAND** Admission number:

2. School (School district) name: **Harvard University**

CASE FILE: T130
PETITION FOR NONIMMIGRANT WORKER
EMPLOYER: **HARVARD UNIVERSITY**
EINSTEIN, ALBERT
Notice Type: Approval Notice
CLASS: H1B1
I-94 ID from 01/01/2015
to 01/01/2018

DRAFT



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List A document - Foreign Passport with I-94 or I-94A and DS-2019

Document Title: Foreign Passport

Issuing Authority:

Sample Document

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.



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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 document 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 possible in order to be in compliance 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 name.
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.

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.

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.