



# Harvard University

## Equifax Electronic Paper Form I-9 Upload Process

This option cannot be offered if the hiring department or employee has an on-campus presence. In the rare case where a Harvard I-9 Administrator is not able to complete Section 2 and review the documentation in person (e.g., for employees who are 100% remote and live >50 miles from campus), Harvard may assign the role of Authorized Representative to an outside individual, who must verify in the physical presence of the new hire, original unexpired acceptable I-9 documentation and complete Section 2 of the Form I-9 on behalf of Harvard. If completed correctly and, with the submission of Section 2 documents, no further action is required by the Harvard I-9 Administrator. An Authorized Representative may be an adult household member, personnel officer, foremen, notary public, etc. Best practice is to have a notary (if allowed by that state) or personnel office complete the Section 2 of the Form I-9 rather than a household member. This option cannot be used for convenience or if the local hiring unit or employee has an on-campus presence.

**Be sure the completed paper Form I-9 has an expiration date of 07/31/2026. Any Form I-9s that do not have that date cannot be used and hiring departments will be required to complete a new paper Form I-9.**

### 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. **To be compliant with federal law, the paper Form I-9 has an expiration date of 07/31/2026.**

Welcome to I-9



The screenshot shows the I-9 Management dashboard. At the top, there are two main navigation buttons: "Start a new Form I-9" (blue) and "Search For Employees" (purple). Below these are two sub-buttons: "Send Link to Employee" and "Upload Paper I-9", with the latter being circled in red. To the right of the "Search For Employees" button is a search input field with the text "Search for employees by entering a First or Last Name, SSN, Location, I-9 Type, or all of the above".

Below the navigation bar is a "Take Action!" section with a "Refresh All" button. It contains five summary cards, each with a large number, a title, and a timestamp:

- 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 (if any)	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number (if any)	City or Town		State ▼
Date of Birth (mm/dd/yyyy)		U.S. Social Security Number		Employee's Email Address		Employee's Telephone Number
<p>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.</p>		Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):				
		<input 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 <b>Item Numbers 2.</b> and <b>3.</b> above) authorized to work until (exp. date, if any) _____						
If you check <b>Item Number 4.</b> , enter one of these:						
USCIS A-Number		OR	Form I-94 Admission Number		OR	Foreign Passport Number and Country of Issuance
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

\* Required Field

* Last Name	* First Name	Middle Initial	Maiden and Other Names
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address (Street Number and Name)	Apt. Number	City or Town	State ▼ Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
* Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	E-mail Address	Telephone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> SSN Applied For			
* Citizenship/Immigration Status	Alien/USCIS Number	Form I-94 Admission Number	
<input type="text"/>	A <input type="text"/>	<input type="text"/>	
Work Until Date (mm/dd/yyyy)	Signature Date (mm/dd/yyyy)	Foreign Passport Number	Country of Issuance
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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



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<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 Supplement A 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"/></p> <p>Location: <input type="text"/></p> <p>Auto-Fill <input type="button" value="Auto-Fill"/></p> <p>Review/Change Section 1 Information <input type="button" value="Review/Change Section 1 Information"/></p> <p>Visa Type: <input type="text"/></p>	<p>Enter SSN, first day of work, Location and visa type if applicable.</p> <p>Only issue a government issued SSN. Do not enter a temporary placeholder SSN.</p>
<p><b>* Select the set of document(s) presented by the employee:</b></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.</p> <p>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) <a href="#">What's This?</a></p> <p><input type="text"/></p> <p><input checked="" type="radio"/> List B and C</p> <p>List B proves identity: <input type="checkbox"/> Receipt (e.g., replacement) <a href="#">What's This?</a></p> <p><input type="text"/></p> <p>List C proves work authorization: <input type="checkbox"/> Receipt (e.g., replacement) <a href="#">What's This?</a></p> <p><input type="text"/></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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### 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)

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

**I-20, Certificate of Eligibility**  
OMB No. 1545-0047

SEVIS ID: **N0004705512**

<b>SURNAME/PRIMARY NAME</b> Doe Smith	<b>GIVEN NAME</b> John
<b>PREFERRED NAME</b> John Doe-Smith	<b>PASSPORT</b>
<b>COUNTRY OF BIRTH</b> UNITED KINGDOM	<b>COUNTRY OF BIRTH</b> UNITED KINGDOM
<b>DATE OF BIRTH</b> 01 JANUARY 1980	<b>ADMISSION DATE</b>
<b>FORM ISSUE REASON</b> INITIAL ATTENDANCE	<b>LEGACY</b> John Doe
<b>SCHOOL INFORMATION</b>	
<b>SCHOOL NAME</b> HARVARD UNIVERSITY	<b>SCHOOL ADDRESS</b> 9002 N

**THE UNITED STATES OF AMERICA**  
**I-797A | NOTICE OF ACTION** | DEPARTMENT OF HOMELAND SECURITY  
U.S. CITIZENSHIP AND IMMIGRATION SERVICES

Receipt Number IOE334616888	Case Type I129 - PETITION FOR A NONIMMIGRANT
Received Date 2/16/2023	Priority Date
Notice Date 2/19/2023	Page 1 of 2
Petitioner HARVARD UNIVERSITY	
Beneficiary LAST NAME, FIRST NAME	
<b>HARVARD UNIVERSITY</b> <b>c/o HARVARD INTERNATIONAL OFFICE</b> <b>1350 MASSACHUSETTS AVE STE 864</b>	
Notice Type: A H1B	
Valid from 04/01/2023 to 10/31/2025	



U.S. Department of State

### CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR STATUS

<b>1. Surname/Primary Name:</b> Exchange Visitor	<b>Given Name:</b> Sample
<b>Date of Birth (mm-dd-yyyy):</b> 03-25-1995	<b>City of Birth:</b> Your City
<b>Country of Birth:</b> SWEDEN	<b>Citizenship Code:</b> SW
<b>Legal Permanent Residence Country Code:</b> SW	<b>Legal Permanent Residence Country:</b> SWEDEN
<b>Position Code:</b> 213	<b>Position:</b> UNIVERSITY
<b>Primary Site of Activity:</b> Robertson Research Institute 9002 NANCY LN PORT WASHINGTON, MD 20744-2430	
<b>1. Program Sponsor:</b> Robertson Research Institute	



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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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Select the file of the I-9 image to upload in a supported format (TIF, GIF, JPG, PDF) and then enter the indexing information and finalize the I-9 on the following pages.

Note: The maximum file size that can be uploaded is 2150 KB.

Click the Choose File button to select the I-9 image file you want to upload:

Choose file No file Chosen

(tif, gif, jpg, pdf)

Cancel Back Upload I-9 Image

Upload the completed Form I-9 with Section 2 completed and signed by an Authorized Representative

Please review the following information as it was entered. You can make changes to the information by clicking on the link below the information. After verifying that the information is correct, complete the signature block at the bottom of the page. This information will only be displayed on the Employer Detail page if this is the active I-9 for the employee. I-9 Image File: [8025471-1405-4778-816a24044761c3.pdf](#) Click the file name to view the image.

<b>Corrected Field</b>	<b>Other Names Used:</b>	<b>U.S. Social Security Number:</b>	<b>Date of Birth:</b>
<b>Name:</b> Test Lopez		Applied For:	05/01/2024
<b>Address:</b> Test	<b>City/State &amp; Zip:</b> Cambridge, AK 97071	<b>E-mail Address:</b>	<b>Telephone Number:</b>
<b>Employment Date:</b> 05/05/2024	<b>I-94 ID:</b>	<b>Receipt Date:</b>	<b>Work Status:</b> Are you authorized to work?
<b>Alma Mater Institution/HS/CC Number:</b>	<b>Reverification Due Date:</b>	<b>Foreign Passport Number:</b> 123456789	<b>Receipt Date Document:</b>
<b>Alma Mater Unit Date:</b> 05/01/2024		<b>Receipt Code:</b>	<b>Country of Issuance:</b> Argentina
<b>Obtained I-9 from USCIS:</b>	<b>Location:</b> Central Administration	<b>What Type:</b> A-1	<b>ID Data ID:</b>
<b>Group:</b> Campus Services			

[Change Information](#)

Document Information Summary

<b>US A Document:</b>	Foreign Passport with I-94 or I-94A and DS-2019
<b>Document Title:</b>	Foreign Passport
<b>Issuing Authority:</b>	Aruba - ARB
<b>Passport ID:</b>	123456789
<b>Expiration Date:</b>	05/01/2024
<b>Document Title:</b>	I-94 or I-94A
<b>I-94 ID:</b>	123456789
<b>I-94 Admit Unit Date (mm/dd/yyyy):</b>	D-5
<b>Document Title:</b>	DS-2019
<b>DS-2019 ID#:</b>	123456789
<b>DS-2019 expiration date (mm/dd/yyyy):</b>	05/01/2024

Employee Electronic Signature [Print](#) [Export](#)

I, above, under penalty of perjury, that the Form I-9 information entered is correct and relates to the employee. I also attest to the following:  
• The image of the Form I-9 being uploaded relates to the information on this page.  
• If an authorized representative has or will require that the employee named on the Form I-9 provide verbal and/or written authorization to affix the employee's electronic signature to any documents required to be provided to the employee regarding the employee's decision to contest that contest the results of the verification of the employee's work authorization by the United States government.  
• I authorize my electronic signature to be automatically affixed to any documents provided to the employee should the employee contest that contest the results of the verification of the employee's work authorization by the United States government.  
• I am not using government verifications for pre-screening purposes or discriminating against any employee who receives a tentative nonconfirmation response.

I have read and agree with the certification statement above.  
Cancel Back Continue

Review all the detailed information and make corrections as needed.

Electronically Sign the form.



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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 "Other" option.
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.