



# COLLEGE OF THE Holy Cross

## Form I-9 - Employment Eligibility Verification

The federal I-9 form is an employment **requirement** that is used to verify the identity and employment authorization of individuals hired to work in the United States. Failure to comply with this federal requirement will negatively impact your employment.

**The employment verification process is a 2-step process and it is mandatory.** The I-9 process **is not complete until original identification documents are verified in person by a Human Resources representative.** Documents that establish both identity and employment authorization can be found [here](#).

**Form I9 Step 1:** Employees must complete the employment verification electronically in Human Resources [Self-Service](#) via the directions below.

**Form I9 Step 2:** Please present your original, unexpired identification documents to Human Resources personnel in Smith 101, Monday through Friday from 8:30 a.m. to 5 p.m.\* This step is mandatory and must be completed **within three** days of your hire.

**Note For Rehires** - If your new hire date is within 3 years of your last hire date and you completed both sections of the I-9, there is no action needed. When accessing the I-9 via the instructions below, you will be presented with the option to view your completed I-9. If the I-9 is deemed to be out of compliance, such as an incomplete section, you will be notified via email with instructions on what action to take.

\* For those hired in positions that are scheduled outside of normal business hours such as Banquet and Seasonal Athletic Staff, please follow up with your manager who will provide you with the person available to present your identification to in order to complete step 2.

## Form I 9 Instructions

### Accessing The Employee Self-Service Portal

Prior to accessing the Self Service Portal **you must complete the Getting Started steps outlined in the Onboarding Guide** emailed to you. For Students, please refer to the email sent to you that contains your Holy Cross email address and network access instructions. You will need your Holy Cross email address and network passphrase from following those instructions.

**Step 1** - Click [here](#)

**Step 2** - When prompted with the Sign in to Google page, enter your Holy Cross email address

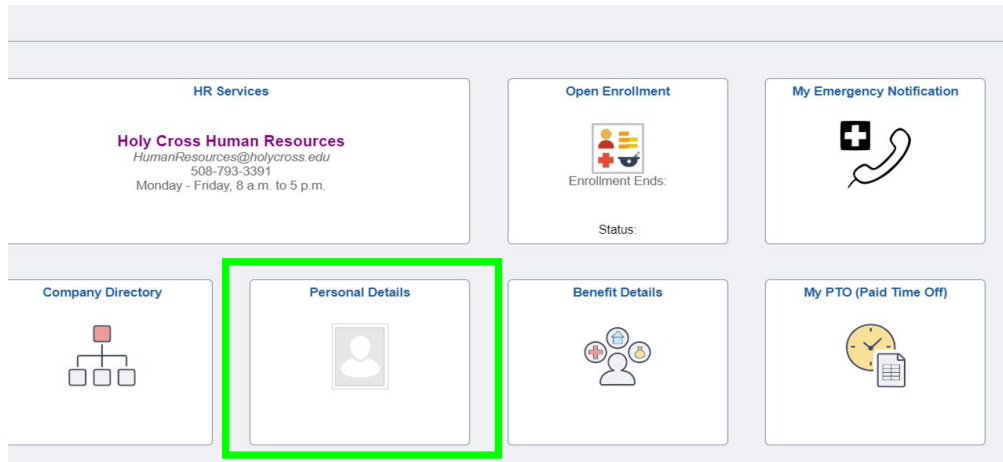
**Step 3** – The next page will prompt you to enter the passphrase you selected when completing the Getting Started Steps in the Onboarding Guide.



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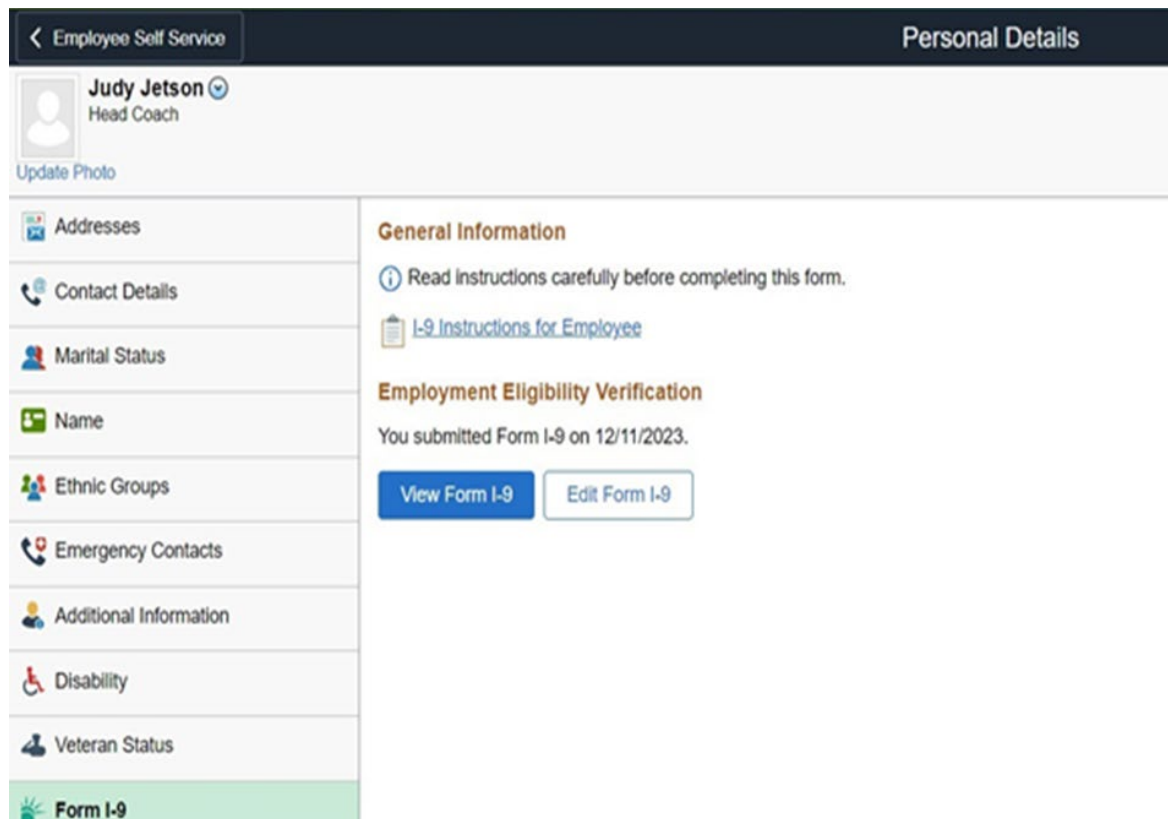
## The Employee Self Service Portal

1. Once logged in, you will be presented with the tiles available in self service
2. Form I-9 is located in your **Personal Details Tile**.
3. Select the **Form I9 Menu** item and proceed with the instructions below.



### Form I-9

The Form I-9 Information page will appear. For instructions about the form including the list of approved identification sources, click the links provided on the page. When ready to complete Section 1, **select Submit Form I9**. The form I9 will appear.





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## Section 1 of 2 of Form I-9

Start Over

### Employment Eligibility Verification



Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS  
Form I-9  
OMB No. 1615-0047  
Expires 07/31/2026

**START HERE:** Employees must ensure the form instructions are available to employees when completing this form. Employees are liable for failing to comply with the requirements for completing this form. See below and the [Instructions](#).

**ANTI-DISCRIMINATION NOTICE:** All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in Section 1, or specify which acceptable documentation employees must present for Section 2 or Supplement B, Verification and History. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

#### 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

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 the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that the information, including my selection on the box attesting to my citizenship or immigration status, is true and correct.

1. A citizen of the United States

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

3. A lawful permanent resident (Enter U.S.C.I.B. or A-Number.)

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:

U.S.C.I.B. 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)

Preparer and/or Translator Certification

Submit

- **Select your applicable Citizenship or Immigration Status** by choosing the correct checkbox. **Please be sure to follow the instructions based on the box checked.**
- **Complete** the remaining fields & **Sign the form.** If a preparer or translator is being used, complete the designated section of the form. If you require translation services contact HR.



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Please come to Human Resources, located in Smith 101, between 8:30 a.m. and 5 p.m.\* Monday through Friday with your original unexpired identification documents (see important note and list below) **within your first three days of hire to complete the mandatory requirement.**

\* For those hired in positions that are scheduled outside of normal business hours such as Banquet and Seasonal Athletic Staff, please follow up with your manager who will provide you with the person available to present your identification to complete step 2.

## IMPORTANT NOTE

### REGARDING ORIGINAL UNEXPIRED IDENTIFICATION DOCUMENTS

From the attached list of acceptable documents, you will need one item from List A, or one from List B and one from List C. For example, **if you do not have a valid (unexpired) document on List A such as a passport, you will need valid (unexpired) documents from both List B and List C, such as a government issued picture ID and an original birth certificate. Photocopies are not accepted.**

#### LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.  
 \* Documents extended by the issuing authority are considered unexpired.  
 Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

Examples of many of these documents appear in the Handbook for Employers (M-274).

| LIST A<br>Documents that Establish Both Identity and Employment Authorization   | OR | LIST B<br>Documents that Establish Identity  | AND | LIST C<br>Documents that Establish Employment Authorization  |
|---|----|--|-----|--|
| <ol style="list-style-type: none"> <li>U.S. Passport or U.S. Passport Card</li> <li>Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>Employment Authorization Document that contains a photograph (Form I-766)</li> <li>For an individual temporarily authorized to work for a specific employer because of his or her status or parole:               <ol style="list-style-type: none"> <li>Foreign passport; and</li> <li>Form I-94 or Form I-94A that has the following:                   <ol style="list-style-type: none"> <li>The same name as the passport; and</li> <li>An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</li> </ol> </li> </ol> </li> <li>Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</li> </ol> |    | <ol style="list-style-type: none"> <li>Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>School ID card with a photograph</li> <li>Voter's registration card</li> <li>U.S. Military card or draft record</li> <li>Military dependent's ID card</li> <li>U.S. Coast Guard Merchant Mariner Card</li> <li>Native American tribal document</li> <li>Driver's license issued by a Canadian government authority</li> <li><b>For persons under age 18 who are unable to present a document listed above:</b></li> <li>School record or report card</li> <li>Clinic, doctor, or hospital record</li> <li>Day-care or nursery school record</li> </ol> |     | <ol style="list-style-type: none"> <li>A Social Security Account Number card, unless the card includes one of the following restrictions:               <ol style="list-style-type: none"> <li>NOT VALID FOR EMPLOYMENT</li> <li>VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</li> <li>Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</li> <li>Native American tribal document</li> <li>U.S. Citizen ID Card (Form I-197)</li> <li>Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>Employment authorization document issued by the Department of Homeland Security<br/><br/>For examples, see <a href="#">Section 7</a> and <a href="#">Section 13</a> of the M-274 on <a href="https://uscis.gov/i-9-central">uscis.gov/i-9-central</a>.<br/>The Form I-766, Employment Authorization Document, is a List A, <b>Item Number 4</b>, document, not a List C document.</li> </ol> |
| <b>Acceptable Receipts</b><br>May be presented in lieu of a document listed above for a temporary period.<br>For receipt validity dates, see the M-274.   |    |  |     |  |
| <ul style="list-style-type: none"> <li>Receipt for a replacement of a lost, stolen, or damaged List A document.</li> <li>Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual.</li> <li>Form I-94 with "RE" notation or refugee stamp issued to a refugee.</li> </ul>  | OR | <ul style="list-style-type: none"> <li>Receipt for a replacement of a lost, stolen, or damaged List B document.</li> </ul>   |     | <ul style="list-style-type: none"> <li>Receipt for a replacement of a lost, stolen, or damaged List C document.</li> </ul>   |

\*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.