REMOTE I-9 FORM COMPLETION INSTRUCTIONS

This process should be used only when an I-9 form cannot be completed in person at any time between acceptance of the job offer and the start of employment.

AUTHORIZED REPRESENTATIVES: When this process must be used, a personnel officer or other administrator at the new hire’s current employer or affiliated institution may act as the University of Pennsylvania’s agent to complete the I-9.

The University is a member of the CUPA I-9 Reciprocal Processing Consortium, therefore, the new hire may follow this link to find an authorized representative: http://www.cupahr.org/knowledge-center/I-9-consortium.

Throughout these instructions this agent will be referred to as the Authorized Representative.

INSTRUCTIONS TO THE HIRING DEPARTMENT:

1. After the job offer has been accepted, provide the employee with the following documents:
   - A blank copy of the I-9 Form with the I-9 instructions;
   - A copy of these instructions; and
   - A completed and signed Remote I-9 Completion Form. (You may fax or scan and email it to the employee.)
   - Be sure to inform the employee that he or she must complete and return these documents to you within three days of their first day of employment. If the documents are not submitted on time, the University is subject to a large fine.

INSTRUCTIONS TO THE EMPLOYEE:

1. You must complete Section 1 of the I-9 Form as soon as possible but no later than the close of business on your first day of employment with the University of Pennsylvania (as indicated on the Remote I-9 Completion Form). Please ensure that all information is legible. We recommend completing Section 1 electronically before printing it.

2. Take the following documents to an Authorized Representative (see above) for completion of Section 2 of the I-9 Form, no later than the close of business on your third day of employment with the University of Pennsylvania:
   - The three documents listed above (I-9 Form with Section 1 completed and I-9 instructions, these instructions, and the Remote I-9 Completion Form); and
   - Your identity and employment authorization document(s) (as listed on the “Lists of Acceptable Documents” of the Form I-9). NOTE: You must supply either: (i) one document from List A OR (ii) one document from List B and one document from List C. You must present unexpired original(s) of the document(s); no photocopies are accepted, but certified copies of birth certificates are acceptable.
3. Secure email or FedEx the completed I-9 Form, the Remote I-9 Completion Form and a copy of your identity and employment authorization document(s) (provided to you by the Authorized Representative) to the department contact listed on the Remote I-9 Completion Form.

INSTRUCTIONS TO THE AUTHORIZED REPRESENTATIVE:

We are asking you to act as the University of Pennsylvania’s representative to examine the identity and employment authorization document(s) for a new employee. 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 our representative in this regard by examining the individual’s documents for us and then completing and signing the USCIS Employment Eligibility Verification Form I-9. If you have any questions or concerns regarding the completion of this form, please contact the department contact listed on the attached Remote I-9 Completion Form.

In addition to these instructions and the Remote I-9 Completion Form, the employee should provide you with the I-9 form with instructions. Verify that the employee has fully completed, signed, and dated Section 1 of the I-9 prior to your completing Section 2 and the Certification section. The employee must present to you suitable identity and employment authorization document(s) from the “List of Acceptable Documents” page.

1. The first section that we need you (as our representative) to complete is “Section 2. Employer or Authorized Representative Review and Verification.” You must physically examine each original document the employee presents to determine if it reasonably appears to be genuine and to relate to the person presenting it. In the spaces provided, please record the document title, issuing authority, document number, and expiration date (if any). Note: Generally, only unexpired, original documents are acceptable, except that an employee may present a certified copy of a birth certificate. Faxes, photocopies, and laminated social security cards are unacceptable.

2. We also need you to complete the “Certification” section of the I-9 Form, as follows:
   - Enter the employee’s first day of employment (provided on the Remote I-9 Completion Form)
   - Sign the Authorized Representative section
   - Date the form
   - Enter your Title, your Last Name and First Name
   - Enter “University of Pennsylvania” for the Employer’s Business Name
   - Enter the Employer’s Business Address 3451 Walnut Street

3. Please also complete the Authorized Representative Information on the Remote I-9 Completion Form.

4. Make copies of the documents that were presented to you for examination. Give the copies to the employee, who should attach them to the completed I-9 Form.