

I-9 INSTRUCTIONS

The I-9 Office is located at 210 Kent Hall, open Monday – Friday, 9:00 am to 5:00 pm.

1. Go to <https://humanresources.columbia.edu/content/i9-everify> and complete section one (this part can be done remotely or at computer terminal at the I-9 Office).
2. Show original documents (see list below) to the I-9 office.
3. Bring the two-page receipt to the Dean’s Office, 405 Avery Hall. If you are not a US citizen we must also take a copy of your passport (picture/information page and visa page), your visa documents, and a printout of the I-94 information which can be obtained once you enter the US here: <https://i94.cbp.dhs.gov/I94/request.html> or a copy of your green card (front and back).

LISTS OF ACCEPTABLE DOCUMENTS

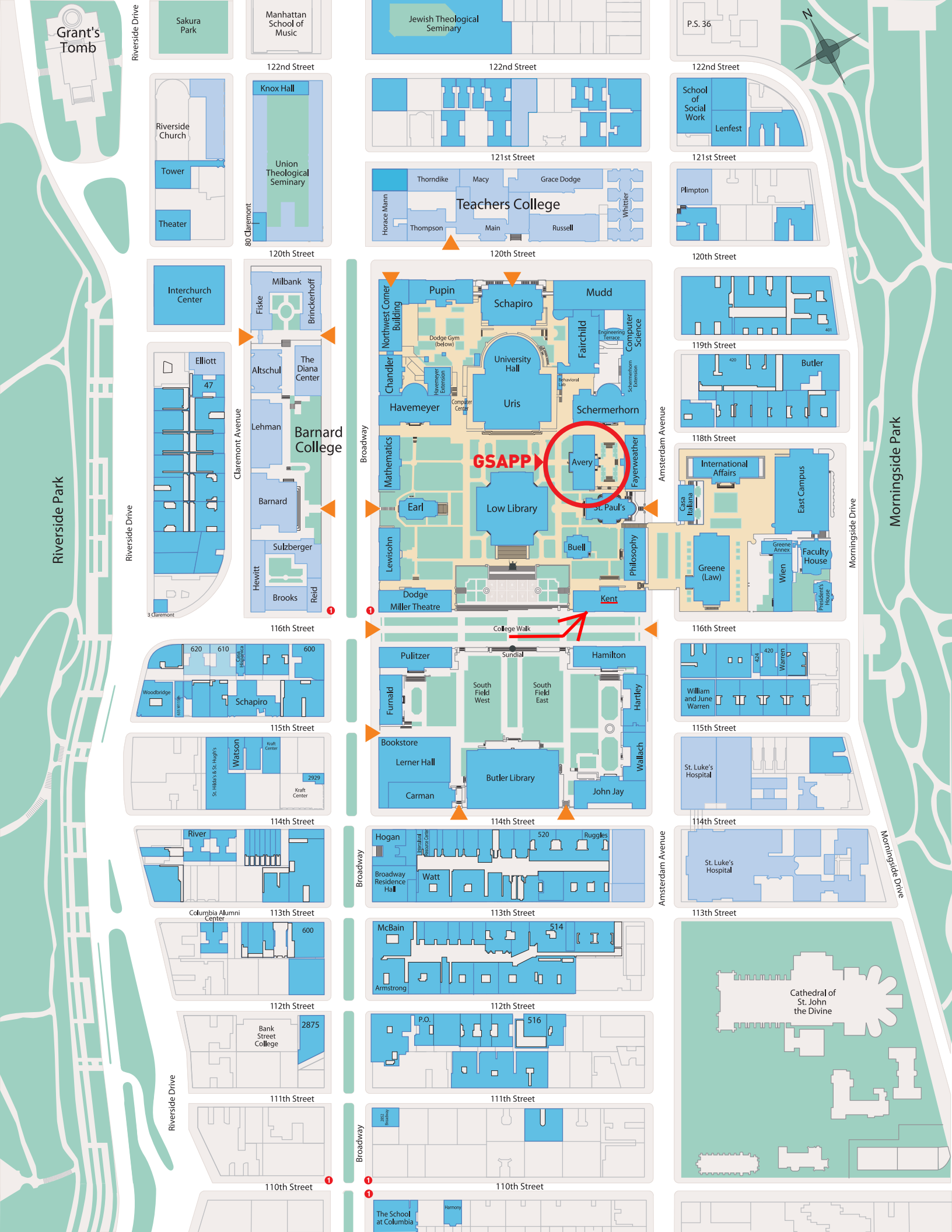
All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status 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. 6. 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 	OR	<ol style="list-style-type: none"> 1. 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 2. 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 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of Birth Abroad issued by the Department of State (Form FS-545) 3. Certification of Report of Birth issued by the Department of State (Form DS-1350) 4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 5. Native American tribal document 6. U.S. Citizen ID Card (Form I-197) 7. Identification Card for Use of Resident Citizen in the United States (Form I-179) 8. Employment authorization document issued by the Department of Homeland Security

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.



Riverside Park

Grant's Tomb

Riverside Drive

Sakura Park

Manhattan School of Music

Jewish Theological Seminary

P.S. 36



122nd Street

Riverside Church

Tower

Theater

80 Claremont

120th Street

Knox Hall

Union Theological Seminary

122nd Street

121st Street

Teachers College

Horace Mann

Thompson

Thornike

Macy

Main

Grace Dodge

Russell

Whittier

120th Street

122nd Street

School of Social Work

Lenfest

121st Street

Plimpton

120th Street

Interchurch Center

16th Street

Elliott 47

Claremont Avenue

Milbank

Fiske

Brinckerhoff

Altschul

The Diana Center

Lehman

Barnard

Sulzberger

Hewitt

Brooks

Reid

Barnard College

Northwest Corner Building

Pupin

Schapiro

Mudd

Chandler

Dodge Gym (below)

University Hall

Fairchild

Engineering Terrace

Computer Science

Havemeyer

Uris

Schermerhorn

Mathematics

Earl

Low Library

Buell

Philosophy

St. Paul's

Avery

Fayerweather

Miller Theatre

Dodge

Kent

College Walk

GSAPP

119th Street

Butler

118th Street

International Affairs

East Campus

Greene (Law)

Faculty House

Wien

Greene Annex

116th Street

St. Luke's Hospital

116th Street

620

610

600

Woodbridge

Schapiro

115th Street

Watson

St. Mark's St. Hugh's

Kraft Center

2929

114th Street

River

Pulitzer

Sundial

Hamilton

Furnald

South Field West

South Field East

Hartley

Bookstore

Lerner Hall

Butler Library

Wallach

Carman

John Jay

114th Street

116th Street

424

420

Warren

William and June Warren

115th Street

St. Luke's Hospital

114th Street

St. Luke's Hospital

114th Street

Columbia Alumni Center

113th Street

600

112th Street

Bank Street College

2875

111th Street

Hogan

520

Ruggles

Broadway Residence Hall

Watt

113th Street

McBain

514

Armstrong

112th Street

Amsterdam Avenue

St. Luke's Hospital

113th Street

Cathedral of St. John the Divine

111th Street

110th Street

111th Street

P.O.

516

110th Street

The School at Columbia

Harmony

111th Street

110th Street

Morningside Park

Morningside Drive

Morningside Drive