I-9 COMPLETION INSTRUCTIONS – EMPLOYEE

If you have accepted an offer or assignment with The University of South Dakota, you must complete a Department of Homeland Security Form I-9, Employment Eligibility Verification for our file as required by law.

This document will provide instructions for completing the I-9 process as a remote employee. Please follow these instructions carefully to ensure timely and compliant processing of your I-9.

OPTION 1:

With our institution increasingly employing individuals who are unable to come to campus for completing the I-9 process, CUPA-HR created a consortium of member institutions that are willing to provide reciprocal processing of I-9 forms. The University of South Dakota is a CUPA-HR member and a part of the I-9 Reciprocal Processing Consortium.

To locate the closest I-9 processing institution in your area, please visit the following CUPA-HR web site:
http://www.cupahr.org/i9/

- Print the *I-9 Employment Eligibility Verification* form
- Complete, sign and date Section 1 of the *I-9 Employment Eligibility Verification* form.
- Determine which documents from the *List of Acceptable Documents* you will present to the contact at the CUPA member institution to verify your eligibility for employment in the United States.
- Immediately upon completion, please send the completed *Form I-9*, and copies of the supporting documents to your department:

The University of South Dakota
414 E Clark St
Vermillion, SD 57069

OPTION 2:

- Print the *Form I-9*, the *Employee I-9 Completion Instructions*, the *Notary Public Memo, Notary Information Verification Certificate* and the *I-9 Employment Eligibility Verification* form.
- Complete, sign and date Section 1 of the *I-9 Employment Eligibility Verification* form.
- Determine which documents from the *List of Acceptable Documents* you will present to the Notary to verify your eligibility for employment in the United States.
- Present a Notary Public with the *Notary Public Memo, Form I-9* (with section 1 completed)*, List of Acceptable Documents* and the *Notary Public I-9 Information Verification Certificate*
- Present the Notary with your *original* document(s) (copies are not acceptable) indicating your eligibility to work in the US (see the List of Acceptable Documents on page 5 of the I-9 PDF for details).
- The Notary should then complete Section 2 of the *Form I-9*
  - o If the notary does not feel comfortable recording the information directly on the I-9, they may have the option to complete the Notary Public I-9 Information Verification Certificate instead.
- Immediately upon completion, please send the completed *Form I-9*, *Notary Public Information Verification Certificate (*if applicable), and copies of the supporting documents to your department:

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