

Student I-9 Completion Checklist

For students with a Social Security Number

Verify check-in completion: Ensure the student confirms that their check-in process is complete.

For students without a Social Security Number

Verify check-in completion: Ensure the student confirms that their check-in process is complete.

Social Security letter: Ask student to provide the letter issued by the International Student Office.

Completing Form I-9 for international student visa holders

Review Form I-9 Section 1 for international students: Verify the student's status in Section 1. Student visa holders should have selected status #4: "An alien authorized to work until _[date]_."

Verify status #4 "work until" date: Ensure the "work until" date matches the end date on the student's I-20 or DS2019 Form issued by Virginia Tech.

Correct Section 1 discrepancies: Any discrepancies in Section 1 should be corrected by the employee immediately.

Do not use "Transfer Pending" I-20: Ensure the I-20 form reflects "change of education level", "initial attendance", or "continued attendance". **Do not** accept I-20s that indicate "transfer pending" or "change of status".

(See next page for additional instructions)

Documents required for Form I-9 Section 2:

For F-1 Visa holders:

Social Security letter (for students **without** a Social Security Number)

Passport

I-94 Form

I-20 Form **issued by Virginia Tech**

For J-1 Visa holders:

Social Security letter (for students **without** a Social Security Number)

Passport

I-94 Form

DS-2019 Form issued by Virginia Tech

OR

DS-2019 form issued by another organization, with a sponsor letter authorizing the J-1 visa holder to work at Virginia Tech for a specified period of time

Final Notes:

I-9 holding status for missing Social Security Number: If a student does not have a social security number, the Form I-9 will be placed in holding status until the number is provided and the I-9 is updated.

Mandatory onboarding guidelines: Instruct students to carefully review and comply with the Mandatory Onboarding Guidelines provided by the International Tax Team. They should receive an email shortly after their first day of employment.