

Remote Federal Form I-9 Certification (Instructions for student employees)

The I-9 Form, also known as the Employment Eligibility Verification Form, is used by US employers to verify employees' identities and to establish that workers are eligible to accept employment in the United States.

NYU is legally required to have each new employee complete the I-9 form and provide original supporting documents as specified on the I-9.

If you have been awarded Federal Work-Study funding or plan to seek employment from NYU, you must complete the I-9 form and provide the required original supporting documents, as specified on page 5 of the I-9, before you start your job on campus. If you prefer not to bring the original supporting documents to campus, you can have an outside agent certify their authenticity, and bring the certified copies to campus. Acceptable agents include a Notary Public, an Attorney or a US Consulate Official. Please follow the instructions below to have an agent certify the I-9 form and supporting documents.

1. Take a blank Federal Form I-9, the required original supporting identification documents, as guided by page 5 of the I-9, and the NYU Agent Authorization form to an authorized agent (Notary Public, Attorney or US Consulate Official). In the agent's presence, complete, sign and date **SECTION 1 ONLY** of the I-9 form.
2. Show your original supporting identification documents to the agent and provide them with the Agent Authorization Form.
3. Ask the agent to certify the I-9 Form, notarize the I-9, and complete the NYU Agent Authorization Form.
4. The agent will make a photo copy of your identification documents and return to you (a) the notarized original I-9 Form, (b) the signed NYU Agent Authorization Form, (c) a photo copy of your identification documents, and (d) your original identification documents.
5. When you arrive on campus, bring (a) the notarized original I-9 Form, (b) the signed NYU Agent Authorization Form, and (c) the photo copy of your identification documents to the Wasserman Center for Career Development. The Wasserman Center will verify these documents are complete and retain them on file for you, so they will be ready when you begin your campus job.

Please note: You can leave your **original** identification documents at home (passport, birth certificate, etc).