

# Complete Your I-9 Form

The I-9 Form is a United States Citizenship and Immigration Services form used by employers to verify employees' identities and to establish that workers are eligible to accept employment in the United States. It is officially known as the "Employment Eligibility Verification Form". Employers are legally required to have employees complete the I-9 Form, including providing required original supporting documents to establish the identity and eligibility of any individual hired to perform work for an employer in the United States.

- When you are initially hired and have access to the PeopleSync system, you will receive a task to complete your I-9 form, along with other onboarding items in PeopleSync. If you are an existing employee, you will receive a task in PeopleSync to resubmit your I-9 documents. You must initiate the process and provide the appropriate documentation to HR before your documents on record expires.
- Refer to the I-9 form for detailed information on the process and acceptable verification documentation. **DO NOT** complete a paper form unless directed otherwise NYU employees complete I-9 forms in PeopleSync. The process will not be complete until you provide supporting documentation to your HR representative in person (details below) and have been approved.

**Note:** If you are a student employee, you will be required to bring your supporting I-9 documentation to Wasserman once you have entered the information in PeopleSync.

## Process Overview:

To complete your I-9 Form in PeopleSync, you will fill in the following information:

- Full legal name
- Other names used, if applicable (e.g., maiden name)
- Current address, including street name and number (no P.O. Box), city, state and ZIP code
- Date of birth
- Check mark next to the appropriate box to indicate whether you are a U.S. citizen or national, lawful permanent resident of the United States, or an alien authorized to work in the United States.
- Alien Registration/USCIS or Form I-94 Admission number and the date employment authorization expires (if applicable)
- Electronic signature and date

Additionally, you may provide your:

- Social Security Number
- Telephone Number
- E-mail Address

**Note:** information may be pre-populated when you open your I-9 form in PeopleSync, including Name, Address, Date of Birth and Social Security Number. If the information that appears is incorrect, please contact your HR representative before proceeding. For student employees, if the mentioned information is incorrect, this will need to be corrected in Albert.


- Once you submit the first section of the I-9, you must provide acceptable forms of personal identification to your HR representative for approval. Only signed, original documents are accepted. **Photocopies are NOT accepted.** To learn more about acceptable documentation, visit the [US Citizenship and Immigration Services website](#).

If you need remote verification or translator assistance, please contact PeopleLink, NYU's HR and Payroll service center, at [askpeoplelink@nyu.edu](mailto:askpeoplelink@nyu.edu) or 212-992-LINK (5465) for support.

## Complete your I-9 Form as a New Hire

Steps
1. In your PeopleSync inbox, locate the <b>[Complete I-9 Form]</b> task.
2. The Complete I-9 Form page displays. <ol style="list-style-type: none"><li>Read the form carefully and follow instructions to fill out Section 1.</li><li>Some information may pre-populate in this section. If the information is incorrect, contact your HR representative or PeopleLink before proceeding.</li></ol> <p><b>Note:</b> Fields marked with a red asterisk are required in PeopleSync.</p> <ul style="list-style-type: none"><li>First / Last Name*</li><li>Address*, City or Town*, State*, Zip Code*</li><li>Date of Birth*</li></ul> <p>You can also enter: Social Security Number, Email Address and Telephone Number. If the prepopulated information is incorrect, please contact your HR representative or PeopleLink before proceeding. For more information visit <a href="#">USCIS I-9 Central</a></p>
3. You will also be required to identify yourself as one of the following: <ul style="list-style-type: none"><li>US citizen</li><li>Noncitizen national of the US</li><li>Lawful permanent resident</li><li>Alien authorized to work until a specific date</li></ul>
4. Scroll to the bottom of the page and provide your electronic signature by checking the "I Agree" box. Click the <b>[Submit]</b> button.
5. To complete your I-9 Form, you must provide acceptable forms of personal identification to your HR representative for approval. Only signed, original documents are accepted. Photocopies are NOT accepted. The I-9 Process is not complete until original copies of acceptable verification documentation are submitted to HR or your Hiring Manager to approve the process.  An email reminder will be sent to your NYU email once you submit the form in Step 4.  <b>Note:</b> Student employees are required to bring supporting documentation of their I-9 form to Wasserman.

## Complete your I-9 Form Re-verification

Steps
6. On the upper right hand corner, click <b>[View Profile]</b> .
7. Click [  ] and select Personal Data > <b>Complete Form I-9 Document Reverification</b> from the list of Available Actions.
8. Refer to Step 2 for further instructions.

For additional information please contact PeopleLink at (212) 992-LINK [5465] or [AskPeopleLink@nyu.edu](mailto:AskPeopleLink@nyu.edu).