

**Human Resources Division**

NYU Onboarding Center  
105 East 17<sup>th</sup> Street, 1<sup>st</sup> Floor  
New York, NY 10003

## **Remote Federal Form I9 Instructions**

(for newly hired employees)

The federal Form I-9 is required as proof of eligibility to work in the U.S. All employers must ensure that each new hire hired to work in the United States complete Section 1 of the federal Form I-9 no later than the first day of his or her employment (and no earlier than after he or she has accepted a job offer). In turn, NEW YORK UNIVERSITY (“NYU”) or its authorized representative must complete Section 2 of the Form I-9 by examining evidence of identity and employment authorization (“identification documents”) within three business days of the new hire’s first day of employment (but no earlier than after he or she has accepted a job offer and completed Section 1 of the Form I-9).

If you cannot complete the I-9 process in person, you must have the process completed remotely. In such case, the University will designate an agent to carry out the process remotely. Agents may include notaries public, accountants, attorneys, personnel officers, foremen, etc. To have your Form I-9 remotely certified by an agent, please follow the instructions below:

1. Complete, sign and date Section 1 of the federal Form I9 and bring it to the agent, together with your identification documents and NYU Agent Authorization Form.
2. Have the agent physically examine the identification documents in your presence, and if acceptable, complete and sign Section 2 of the Federal Form I-9 and the NYU Agent Authorization Form.
3. Ask the agent to make a photo copy of your identification documents and return the original identification documents to you.
4. Have the agent send the completed and signed Form I9 and NYU Agent Authorization Form, and copy of your identification documents to the University in the manner set forth in the Agent Authorization Form.