



Northeastern University

REMOTE EMPLOYEE HIRE INSTRUCTION SHEET

Instructions for Completing the I-9 Form

We are asking you to act as Northeastern University's representative to examine the identification documents for a new employee. The U.S. Citizenship and Immigration Services (USCIS) requires employers to verify the eligibility of our employees to work in the U.S., therefore we are asking you to serve as our representative in this matter by examining the individual's documents for us and then completing and signing the attached USCIS Form I-9.

Please find attached the I-9 form, the instruction sheet, and the Remote Employee Hire Form. Verify that the employee has fully completed section 1 of the I-9 form by hand, prior to your completing section 2 and the Certification Section. The employee must present to you a suitable set of identification documents from the "List of Acceptable Documents" page.

The employee can present either,

1. Any one document from List A or
2. Two documents, one from List B, which must have a photograph (identity) and one from List C (eligibility)

The first section that we need you (as our representative) to complete is "Section 2. Employer or Authorized Representative Review and Verification". Please copy the employee's name from Section 1 and enter in the space provided. There are spaces indicating which document, or documents were presented to you and their associated information. This includes, the Document Title, Issuing Authority, Document Number and Expiration Date (if any).

Please note: only original documents are acceptable for examination; faxes, photocopies, and laminated social security cards are unacceptable documents. We ask that you make copies of the documents provided for our files.

We also need you to complete the Certification section of the I-9 form. The employment begin date has been provided to you on the Remote Hire Notary Notice Form. Please complete the Certification section as follows:

1. Enter the employee's date of hire (See Remote Employee Hire Form)
2. Sign the Authorized Representative section
3. Date the form (enter the date you reviewed the employee's documents)
4. Place the notary seal on the Remote Employee Hire Form or attach a Notary Certificate to the documents.

If you have any questions or concerns regarding the completion of the attached documents, please contact the Northeastern University department representative listed on the Remote Employee Hire Form.



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REMOTE EMPLOYEE HIRE FORM

EMPLOYEE INFORMATION:

NAME: LAST _____ FIRST _____ M.I. _____

NORTHEASTERN UNIVERSITY DEPARTMENT INFORMATION – THIS SECTION IS TO BE COMPLETED BY THE HIRING DEPARTMENT ONLY.

NAME OF DEPARTMENT _____

DEPT CONTACT LAST, FIRST _____

DEPT CONTACT TITLE _____

DEPT CONTACT PHONE NO. _____

EMPLOYEE'S DATE OF HIRE _____ (THIS DATE MUST BE ENTERED INTO THE CERTIFICATION SECTION OF THE I-9 FORM)

DEPARTMENT CONTACT SIGNATURE

DATE

NOTARY: PLACE NOTARY SEAL IN THIS SECTION OR ATTACH NOTARY CERTIFICATE AND COMPLETE THE INFORMATION BELOW. IN ADDITION, COPIES OF THE DOCUMENTS PROVIDED MUST BE SUBMITTED.

NOTARY INFORMATION

Full Name _____

Address _____

Contact # _____

State of Authority _____