

# Boston University I-9 Instructions



Please note that in order to maintain BU account access this must be completed within 3 days of your start date. Once I9 materials have been submitted to BUHR, they will be processed on a first come-first served basis. You will be notified via email once your I9 has been processed.

- This packet should only be used by US citizens or permanent residents. Any other citizenship status should contact the International Student & Scholars Office, ISSO (<http://www.bu.edu/isso/getting-started/checking-in-with-isso/>)
- A complete I9 Packet should include:
  - **Section 1** of the I-9 - completed by yourself/the employee
  - **Section 2** of the I-9 - completed by an **Authorized Representative** of your choosing.
    - Your **Authorized Representative** can be any of the following:
      - A BUHR representative, a BU employee or colleague
      - A spouse, partner, relative, neighbor, friend
      - A notary on behalf of Boston University (If you use a notary, they should not provide a notary seal on your Form I-9)
    - **Copies** of the FRONT AND BACK of the identification used to complete Section 2 (must be readable).

## Detailed Directions:

1. Form I-9 here: <https://www.uscis.gov/sites/default/files/document/forms/i-9-paper-version.pdf>
2. Complete Section 1 on your own, **don't forget to sign and date it!**

Signature of Employee <i>John Smith</i>	Today's Date (mm/dd/yyyy) <b>08/01/2023</b>
If a preparer and/or translator assisted you in completing Section 1, that person <b>MUST</b> complete the <a href="#">Preparer and/or Translator Certification</a> on Page 3.	

-If you utilized a preparer and/or translator, please complete Supplement A (page 3)-

3. **Someone other than yourself (Authorized Representative) must now complete Section 2.**
  - They will physically review a document from List A or a combination of documents from lists B and C to verify your identity and authorization to be employed in the United States. They then **fill this information in on the form in their respective fields**. This list is available on page 3 of the link above.
4. **They must sign and date at the bottom.**
  - a. They should write their last name, first name, and list **"Authorized Representative"** as their title, sign and date, write **"Boston University"** as the Organization Name, and 25 Buick Street as the business address (Boston, MA 02215)

Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.		First Day of Employment (mm/dd/yyyy):
Last Name, First Name and Title of Employer or Authorized Representative <b>Smith, Aubrey, Authorized Representative</b>	Signature of Employer or Authorized Representative <i>Aubrey Smith</i>	Today's Date (mm/dd/yyyy) <b>08/01/2023</b>
Employer's Business or Organization Name <b>Boston University</b>	Employer's Business or Organization Address, City or Town, State, ZIP Code <b>25 Buick Street, Boston, MA 02215</b>	

5. Supplement B (page 4) will **NOT** be completed.
6. You must then make a copy of the FRONT AND BACK of the identification used (must be readable).

## I-9 Submission

Provide the entire packet to Boston University Human Resources through one of the secure below options

Option 1: Secure Email	<a href="https://securecontact.me/onboard%40bu.edu">https://securecontact.me/onboard%40bu.edu</a> (Choose the "New to SecureContact" Option) Send to <a href="mailto:onboard@bu.edu">onboard@bu.edu</a>
Option 2: Secure Fax	888-975-1568
Option 3: In-person	Fill out your I-9 in person at either HR location (25 Buick Street or 609 Albany Street). Both offices are open Monday through Friday, 8:30am - 5:00pm! Please bring original copies of your chosen IDs

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