Remote Hire Quick Sheet

If you will not be present at Northwestern University on your first day of employment to complete Section 1 of the Form I-9 and provide original documentation verifying your identity and employment authorization to complete Section 2 of the Form I-9, follow these steps. You must complete Section 1 of the Form I-9 before Section 2 will be available to the Remote Agent.

### Identify a Remote Agent

Identify a Remote Agent who is authorized to view your documentation and complete the Section 2 of your Form I-9, such as:
- A notary public (bank, check, cashing store). For a list of notary publics in your area, see: [http://www.notarypublicdirectory.com/](http://www.notarypublicdirectory.com/)
- A University official
- A U.S. embassy

1. Email the Remote Agent’s contact information to i9help@northwestern.edu, including:
   - First Name
   - Last Name
   - Email Address

See next page for instructions on how to log into the I-9 Service Center and complete Section 1 of the Form I-9.
Log into the I-9 Service Center

1. Visit Northwestern’s I-9 Service Center at: https://northwestern.i9servicecenter.com

2. Go to the **NEW EMPLOYEES** section of the web page.

   *Note: Fields in red are required fields. You will not be able to log into the system without populating these fields.*

3. If communicated to you and unique enough, enter your Northwestern NetID into the **Username** field. If you do not have NetID, create a unique **Username** that you can remember. You will need to create a unique password according to the I-9 Service Center password requirements, which include a lowercase letter, a capital letter, a number, and a special character. The password must be between 8-14 characters.
**Note on special characters**: The following special characters are not allowed:

<table>
<thead>
<tr>
<th>Special Character</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>spaces</td>
<td>Ampersand</td>
</tr>
<tr>
<td>&amp;</td>
<td>Ampersand</td>
</tr>
<tr>
<td>'</td>
<td>Apostrophe</td>
</tr>
<tr>
<td>·</td>
<td>Period</td>
</tr>
<tr>
<td>/ or \</td>
<td>Slashes (right or left)</td>
</tr>
<tr>
<td>:</td>
<td>Colon</td>
</tr>
<tr>
<td>&lt;</td>
<td>Less than</td>
</tr>
<tr>
<td>=</td>
<td>Equal</td>
</tr>
<tr>
<td>&gt;</td>
<td>Greater than</td>
</tr>
<tr>
<td>?</td>
<td>Question mark</td>
</tr>
<tr>
<td>[ or ]</td>
<td>Brackets</td>
</tr>
<tr>
<td>^</td>
<td>Caret</td>
</tr>
<tr>
<td>,</td>
<td>Comma</td>
</tr>
<tr>
<td>{ or }</td>
<td>Parentheses (open or closed)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Tip: A successful password convention could be a proper name, including 2 numbers and an exclamation point. For example: Summer99! Evanston12! Chicago12!*

4. Enter your preferred **Email Address** for I-9 correspondence. It does not have to be a Northwestern email.

   Email Address: _______________________________________

5. Enter your date of hire in the **Start Date.** This is your first day of work for pay and should be stated in your contract / offer letter.

   Start Date: ___-__-__

6. Enter the **School/Area** and **Department/Center** in which you will be working. Your hiring representative should provide you with this information.

   *School/Area: [Select School/Area]
   *Department/Center: [Select Department/Center]

7. Click **Start I-9.**
**IMPORTANT:** You only need to create a Username and Password once. If you are logged out of the system before completing Section 1 of the Form I-9, log in again using the Username and Password you created in the EXISTING ACCOUNTS section of the web page.

Complete Section 1 of the Form I-9

You must complete Section 1 of the Form I-9 before Section 2 will be available to the Remote Agent.

1. Provide your information in all boxes of Section 1 of the Form I-9.

   **Note:** Under E-Verify regulations, only employees who do not have a Social Security Number can leave this field blank, including non-residents who have not yet been issued a Social Security Number and others who have not applied for or received their number.

   **Tip:** Pay careful attention for typographical errors and ensure you indicate the correct immigration status.
2. If you are using a preparer or translator to complete Section 1, the preparer or translator must provide their information and digitally sign Section 1.

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.)

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Last Name (Family Name) | First Name (Given Name)
Address (Street Number and Name) | City or Town | State | Zip Code

3. Once you have completed Section 1, click Continue.
4. If any of your entries were incomplete, you may encounter an error message. You must correct the fields that are indicated in the error message before you can move to the next screen. Once all errors are corrected, click Continue.

Please make corrections before attempting to submit:

- A Social Security Number has not been entered. If you wish to proceed without completing the Social Security Number click the 'Continue' button (you will not receive this message again). Otherwise make the correction below before clicking the 'Continue' button.

### Section 1. Employee Information and Attestation
(employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

<table>
<thead>
<tr>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
<th>Middle Init.</th>
<th>Other Names Used (If Any)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address (Street Number and Name)</th>
<th>Apt. Number</th>
<th>City or Town</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>123 Fake Street</td>
<td></td>
<td>Chicago</td>
<td>IL</td>
<td>60606</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Birth (mm/dd/yyyy)</th>
<th>U.S. Social Security Number</th>
<th>E-mail Address</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/24/1993</td>
<td></td>
<td><a href="mailto:mail@northwestern.edu">mail@northwestern.edu</a></td>
<td>312-555-1234</td>
</tr>
</tbody>
</table>

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

5. Review the information you provided in Section 1 and read the text in the Digital Signature box. If acceptable, click the checkbox and type in your full name as it appears on Section 1 (including a Middle Name or initial, if you provided one in Section 1).
6. Complete your digital signature by clicking on **Sign and Continue**.

7. There are two ways to obtain a receipt:
   - If you are connected to a printer, open a printer-friendly version of the receipt and print
   - If you are not connected to a printer, follow the instructions to receive the receipt via email

   *Note: You are not required to keep or print a receipt, but we must offer one under electronic Form I-9 regulations.*

8. Click on **Continue** for next steps.
Congratulations! Section 1 of the Form I-9 has been submitted.

- Review the list of acceptable documents for completion of Section 2 of the Form I-9. You must bring the appropriate documentation establishing your identity and employment authorization to the Remote Agent you designated before your first day of employment. The documentation must be original, no photocopies.

*Note:*
- If you will be providing a Permanent Resident Card or EAD as a document from List A, you must mail a copy of the document and FNIS requirements to the Office of Human Resources Payroll Division at 720 University Place, Evanston, IL 60208
- If you will be providing a document from List B to establish your identity, it must bear a photograph.
- Receipts showing that you applied for an initial grant of employment authorization, or for renewal of employment authorization, are not acceptable. Receipts are also not acceptable if your employment is for less than 3 business days.

*Tip: Ensure the documentation you provide reflects the same name you indicated in the First and Last Name fields in Section 1.*

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**IMPORTANT INSTRUCTIONS**

Section 1 of your I-9 has been delivered to Northwestern University!

On your first day of employment, please bring...
- one document from List A, below.
- OR
- one document from List B and one document from List C, below.

Within three business days of the date your employment with Northwestern begins, you must present original documents that establish your identity and employment authorization in order to complete Section 2 of the Form I-9. Failure to complete Section 2 within three business days may result in termination of your employment.

As a participant in the E-Verify program, Northwestern may only accept List B documents that bear a photograph.

If you will not be present at Northwestern on your first day of employment, please contact your supervisor, department administrator, or the Office of Human Resources Payroll Division for instructions.

If you are a foreign national (all non-U.S. citizens, except permanent residents) and selected the box indicating you are "No alien authorized to work" in Section 1, you must also complete the data entry requirements in the Foreign National Information System (FNIS), https://fnis.thomsonreuters.com/northwestern/login.asp.

If you have not received your I-9 kit with access, please complete the FNIS request form and fax or email to the Payroll Office. http://www.northwestern.edu/hr/policies-forms/foreign-nationals/FNISRequestForm.pdf If you need your user ID and password sent again, please email the Office of Human Resources Payroll Division at payroll@northwestern.edu.

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Click here to download a PDF of the LIST OF ACCEPTABLE DOCUMENTS for printing.

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Click here to log out of the I-9 Service Center.

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**LISTS OF ACCEPTABLE DOCUMENTS**

All documents must be UNEXPIRED

Employees may present one selection from List A, or a combination of one selection from List B and one selection from List C.

**List A**
- Documents that Establish Both Identity and Employment Authorization
  1. U.S. Passport or U.S. Passport Card
  2. Driver’s License or ID Card issued by a state, province, or territory of the U.S.
  3. A Social Security Account Number

**List B**
- Documents that Establish Identity
  1. U.S. Passport Card
  2. Green Card (Permanent Resident Card)
  3. U.S. Passport
  5. Social Security Card

**List C**
- Documents that Establish Employment Authorization
  1. A U.S. Passport or a Permanent Resident Card
  2. A Document of Citizenship or Legal Permanent Residency
  3. A Social Security Card

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Upon completion of Section 2, the information you provided in the Form I-9 will be electronically sent to E-Verify and cross referenced with records contained in Department of Homeland Security (DHS) and Social Security Administration (SSA) databases. E-Verify is an Internet-based system operated by DHS, U.S. Citizenship and Immigration Services (USCIS) that allows employers to verify the employment eligibility of their employees, regardless of citizenship.

Within 24 hours, you will be notified if any further action is required via:

- Email (either through the Email Address you indicated on the login page as your preferred email to receive 1-9 correspondence or a Northwestern email address, if one is on file for you)
  - Or
- A phone call if you did not provide an email address and one is not on file for you

In a majority of cases, employees will receive an E-Verify result of employment authorized and no further action is needed.

E-Verify – Tentative Nonconfirmation

In a minority of cases, employees may receive an E-Verify result of a Tentative Nonconfirmation (TNC). A TNC does not necessarily mean that an employee is not authorized to work. It means that the information the employee provided in their Form I-9 does not match records found in the SSA and DHS databases. Employees must be allowed to continue work without penalty during the verification process.

If you receive a TNC notification, you will have 10 business days to either contest or not contest the result. The subject of the email will be: ACTION REQUIRED within 10 business days: Unable to confirm your eligibility to work in the U.S. You will be reminded to take action every 2 business days. If you do not take action within 5 business days, you will be contacted by the Office of Human Resources Consulting Services. If you do not take action by the final day, corrective action will be taken, up to and including termination.

The email will contain instructions for how you can log back into the I-9 Service Center and read the “Notice to Employee of Tentative Nonconfirmation.”

1. Visit Northwestern’s I-9 Service Center at: https://northwestern.i9servicecenter.com
2. Your username will pre-populate, but you must type in your password to log in. If you do not remember your password, click on the Forgot your password link.
Once you log into the system, a notice will appear.

**Note:**

- If after reviewing the notice, you believe there is an error in the data submitted to E-Verify, contact the Office of Human Resources Payroll Division immediately so that your Form I-9 can be corrected and a new query to E-Verify regarding your employment authorization can be initiated.
- If after reviewing the notice, you believe that the data submitted to E-Verify is correct, decide to contest or not contest.

**E-Verify – Contesting a Tentative Nonconfirmation**

3. If you choose to contest the TNC, click the **Contest** radio button.

4. After marking the selection, electronically sign the notice and click **Sign and Continue**.
5. The E-Verify Referral Letter will appear.

6. Read the letter and electronically sign by typing in your name and clicking on the Sign and Continue button.

7. After you have signed both letters, you will be directed to a screen where you can print each letter.

   Note: If you choose to Contest the TNC, you must contact the agency that issued the TNC within 8 Federal government work days to resolve the discrepancy in your record.

   You will receive an email documenting your election. The subject of the email will be: ACTION REQUIRED within 8 business days: (Employee Name) has contested E-Verify Tentative Nonconfirmation. You will be reminded to take action every 4 business days. If you do not take action within 4 business days, you will be contacted by the Office of Human Resources Consulting Services. If you do not take action by the final day, corrective action will be taken, up to and including termination.

   If you take action and contact the agency that issued the TNC within 8 Federal government days, you will receive a follow up email with the result, typically within 12 business days. The result will be either that you are authorized to work or that your ability to work in the United States is not confirmed.

   **E-Verify – Not Contesting a Tentative Nonconfirmation**

   If you choose to Not Contest the TNC, you voluntarily give up the opportunity to correct the discrepancy in your record. Northwestern may terminate employment with no civil or criminal liability.