Frequently Asked Questions for Form I-9

What is the Form I-9?
Form I-9 is used for verifying the identity and employment authorization of individuals hired for employment in the United States.

When should I complete the Form I-9?
You will need to complete the I-9 by your first day of work. You may complete the I-9 as soon as you have accepted your job offer. It is recommended that your I-9 be completed before you start working.

Please note: The university is at risk of significant fines for non-compliance if the form is not completed by your first day of employment.

What do I need to bring to complete the I-9?
The Department of Homeland Security (DHS) has established a list of acceptable documents that may be used to complete the I-9. Please examine the list on the last page of the form, found here. Only the documents listed are acceptable. Documents have to be original and unexpired. Photocopies or other reproductions are not acceptable.

Please note: You will need to bring either one List A document, or the combination of one List B document and one List C document. Two List B documents or two list C documents do not satisfy the requirements for completing the form.

Where do I complete the I-9?
The Form I-9 is completed in the Office of Human Resources, located in Friday Annex (on Cahill Drive, across the road from the greenhouse and beside the Oriole Burevitch Laboratory). Visitor parking is available behind Friday Hall. For a campus map, please visit http://uncw.edu/map/.

What time can I come to Human Resources (HR) to complete the I-9?
Human Resources has walk-in hours every weekday, where people may visit without a prior appointment. The times and locations for walk-in hours are listed below:

<table>
<thead>
<tr>
<th>Location</th>
<th>Time</th>
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<tbody>
<tr>
<td>Onboarding Center</td>
<td>1pm – 2pm</td>
</tr>
<tr>
<td>(Friday Annex 121)</td>
<td></td>
</tr>
<tr>
<td>Main HR office</td>
<td>2:30pm – 4pm</td>
</tr>
<tr>
<td>(Friday Annex 141)</td>
<td></td>
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</tbody>
</table>

If you are unable to come during the times listed above, please contact Ivor Dikkers to schedule an appointment by email at dikkersi@uncw.edu or by phone at (910) 962-2103
May I drop off the Form I-9 to your office?
The university transitioned to an electronic system for individuals to complete the Form I-9 and we no longer use the paper form. To complete the form electronically, you will need to visit the Office of Human Resources with proper identification, where a designated representative will need to witness your signature. Please see the question, “What do I need to bring to complete the I-9?” for the list of acceptable documents.

I think I have previously completed an I-9; do I need to complete another one?
HR will need to verify if there is a valid I-9 on file for you. I-9s do expire, so having an I-9 on file does not automatically mean it is still valid. To verify, please contact Ivor Dikkers by email at dikkersi@uncw.edu or by phone at (910) 962-2103.

My (passport/Social Security card/birth certificate) is at home. Can you accept a copy, or can the document be verified via video link?
No. By law, we are required to review original, unexpired documents. When we sign the form, we attest under penalty of perjury that we have properly reviewed the documentation. We must review original documents and we cannot complete the I-9 until we do.

I am an international student; do I need to complete the I-9?
If you are working at UNCW, you will have to complete an I-9. Your documentary requirements may vary depending on your immigration status in the United States. Please contact Ivor Dikkers by email at dikkersi@uncw.edu or by phone at (910) 962-2103 to discuss your situation.

Please note: You must have a US Social Security Number in order to complete the Form I-9.