

US Citizenship and Immigration Remote Hire Process

On occasion, an employee will work at a remote or off-site location and, therefore, is not able to present original documents to a UC representative for inspection. If an employee is unable to present original documents to a UC representative, follow the instructions below for completing the employer's section (Section 2) of the Form I-9.

If the employee is employed through a temporary employment agency, such as Kelly Services, the agency must complete the Form I-9. The employee is still required to present original documents to the temporary employment agency.

1. The university can authorize a qualified person to act as an agent of the university for the purpose of completing the Form I-9.
2. The hiring unit should contact the Human Resources Service Center, 513.556.6381, to identify a person who is knowledgeable about the Form I-9 to whom the employee could present original documents. This person could be:

- a Human Resources professional at the employee's home institution;
- a staff member in an International Center office at the employee's home institution;
- a designated person in the Registrar's Office at the employee's home institution;
- an attorney designated by the University of Cincinnati;
- or, a notary public.

3. The Human Resources Service Center and General Counsel will then authorize the person to complete the Form I-9 on behalf of UC.
4. The employee should follow the directions for I-9 Form Agent Authorization.
5. A copy of the signed authorization should be forwarded along with the completed Form I-9.

EMPLOYMENT ELIGIBILITY VERIFICATION (I-9 FORM) AGENT AUTHORIZATION

EMPLOYEE INSTRUCTIONS FOR COMPLETING THE I-9 FORM

Please be aware that the US Citizenship and Immigration service mandates that we keep the original I-9 form on file for all employees. This includes the AGENT AUTHORIZATION page. Please follow these instructions CAREFULLY to ensure you are in compliance. PLEASE NOTE: The law states we must have the original form on file by the 3rd day of starting your assignment.

Step 1	The I-9 Form is attached to this document. Complete all blanks in Section 1.
Step 2	Present your original identification documents to an Authorized Agent*.
Step 3	The Agent will examine your documents to ensure that you have presented either: <ul style="list-style-type: none"> ▪ one document from list “A” or ▪ one document from list “B” and one document from list “C: (see the I-9 instruction form for the lists)
THE AGENT MUST RECORD THE DOCUMENTS IN SECTION 2 OF THE I-9 FORM	
Step 4	Attach to the I-9 form, clear and legible copies of the document(s) you presented to the Agent.
Step 5	Return all pages of the original I-9 form and copies of the document(s) in the postage-paid envelop provided.

If the form is incomplete or the supporting documents are not received, we will return the form to you. If the corrected form and/or supporting documents are not returned by the time of your expected start date you will not be allowed to work.

*The USCIS allows companies to appoint professionals as their agents to complete the I-9 form. The following is an excerpt from the federal regulations regarding Remote Hires which can be accessed at: <http://www.uscis.gov/files/nativedocuments/m-274.pdf>

“As an employer you may designate someone to fill out Forms I-9 on your behalf, such as a personnel officer, foreman, agent or anyone else acting in your interest, such as a notary public. Please note that if someone else fills out Form I-9 on your behalf, they must carry out full Form I-9 responsibilities. For example, it is not acceptable for a notary public to view employment authorization and identity documents, but leave Section 2 for you to complete. The person who views an employee’s employment authorization documents should also complete and sign Section 2 on your behalf. However, you are still liable for any violations of the employer sanctions laws.”

If you have questions, call the Human Resources Service Center, 513.556.6381. Faxed copies of the I-9 Form are not acceptable. Federal law requires the University of Cincinnati to keep **originals** on file. Scanned documents are acceptable as originals.

AGENT AUTHORIZATION

University of Cincinnati (UC) hereby appoints _____ (“Agent”) as UC’s agent solely for the purpose of examining the original documentation required on the Employment Eligibility Verification I-9 Form, accurately recording such information thereon and executing such I-9 Form on behalf of UC for the benefit of _____

(UC Employee-Print Name)

Agent hereby accepts such appointment

Agent

University of Cincinnati

By: _____

By: _____

UC Representative

Date: _____

Position Title: _____

Date: _____