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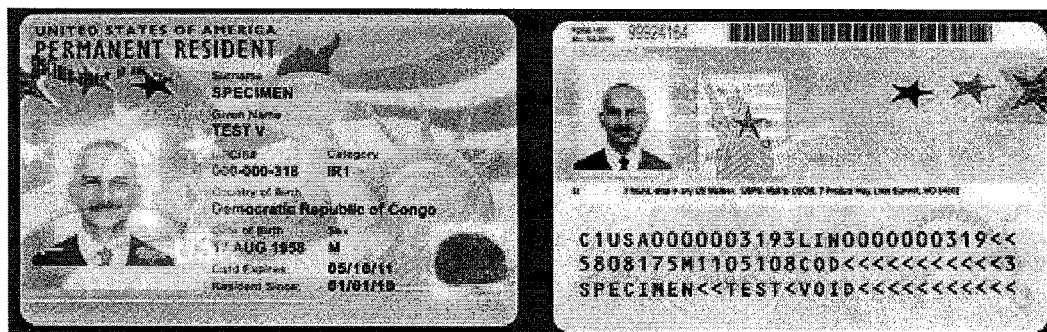
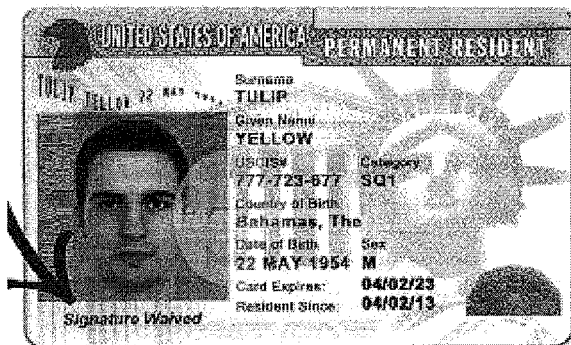
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FORM I-9: COMMON DOCUMENTS DEMONSTRATING WORK AUTHORIZATION

1 Lawful Permanent Residents (LPR)

The "Green Card" (also referred to as Form I-551 by Immigration).

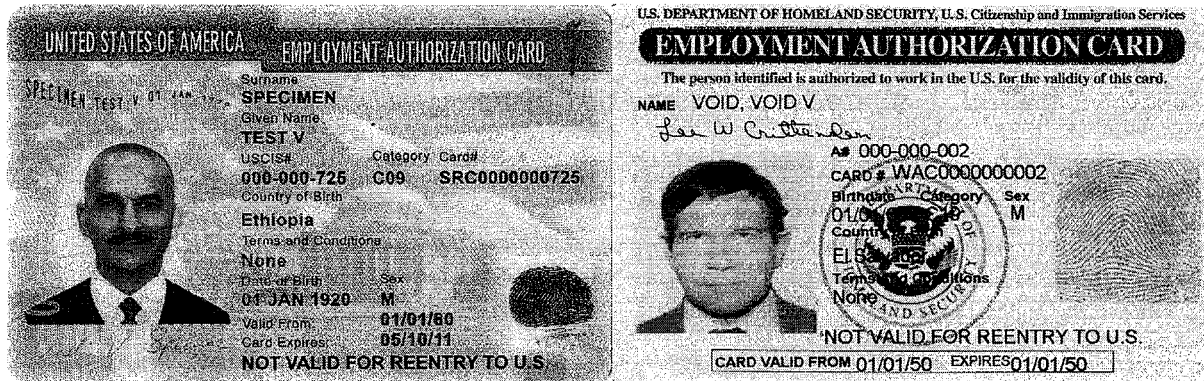


2 Native Americans from Canada





▪ **3 Refugees, Asylees, Adjustment Applicants, Deferred Action, and others...**



• **4 Common “Nonimmigrant” Workers**

Exchange Visitors and Students (J-1 and F-1, M-1 visas)

- J-1 Exchange Worker Visa – Generally limited to a specific company / sponsor. In other words, this category cannot be used to work for anyone, but the employee is committed to work for an organization.
- F-1 Student Visa – Generally limited to working on campus, or an approved “field of study” off campus. Employer will need to be approved, and work with the University to be sure the student qualifies. Also, after graduation an F-1 student may obtain “Optional Practical Training” to work for any employer within their field of study.
- M -1 – Technical / Vocational Visa

H-1B Specialty Occupations

May only work for the employer who sponsored the initial visa, unless the new employer is able to sponsor a transfer of the visa. Generally valid for 2-years with extensions available up to six years, or more. Spouses and children of H-1B holders are called “H-4” visas, and historically were provided work authorization (now being discontinued).

H-2A Temporary Agricultural Worker Program

Same as H-1B, is limited to the employer sponsor for temporary periods less than one year. The visa may be extended in increments of no more than 240 days. May request an extension also through “Change of Employer.”

• **Extensions of Stay for Other Nonimmigrant Categories**

Other categories include: CW-1 H-1B, H-1B1, H-2A, H-2B, H-3, L-1, O-1, O-2, P-1, P-2, P-3, R-1, TN, A3, E-1, E-2, E-3, G-5, and I. Note that individuals in the E-1 and E-2 categories are employers.

Employment Authorization Document Codes

Agencies verifying eligibility of applicants for benefits are frequently presented with an I-766 Employment Authorization Document (EAD). To assist agencies in determining the applicant’s eligibility, the following chart contains many of the EAD category codes and the provisions of the federal regulations to which they refer. The category code, found on the face of the EAD (see image, below), refers to the section of 8 CFR 274a.12 that is the basis for issuing the EAD. For example, the alien classification code “A03” refers to 8 CFR 274a.12(a)(3), which addresses refugees. The EAD Code Definition provides information regarding what categories of aliens or classes of admission (COA) fall under the particular EAD code. Please also refer to the document entitled “Class of Admission (COA) Tables” located in online resources for additional information about categories of aliens.

I-766, Employment Authorization Document (EAD)

EAD Category Code



EAD Code	EAD Code Definition
A02	A lawful temporary resident pursuant to sections 245A or 210 of the INA
A03	Refugee
A04	Paroled as refugee
A05	Asylee (granted asylum)
A06	<ul style="list-style-type: none"> • K-1 nonimmigrant fiancé(e) of U.S. citizen (USC) • K-2 child of K-1
A07	<ul style="list-style-type: none"> • N-8 Parent of international organization employee granted permanent residence • N-9 Dependent Child of international organization employee granted permanent residence
A08	Citizen of Micronesia, the Marshall Islands or Palau admitted as a nonimmigrant
A09	<ul style="list-style-type: none"> • K-3 nonimmigrant spouse of USC • K-4 child of K-3
A10	Granted Withholding of Deportation or Removal

EAD Code	EAD Code Definition
A11	Deferred Enforced Departure (DED)
A12	Temporary Protected Status (TPS) granted under 8 CFR 244.12
A13	IMMACT Family Unity beneficiary (Section 301 of the Immigration Act of 1990)
A14	LIFE Act Family Unity beneficiary (Section 1504 of the Legal Immigrant Family Equity (LIFE) Act Amendments)
A15	<ul style="list-style-type: none"> • V-1 Spouse of Lawful Permanent Resident • V-2 Minor unmarried child of Lawful Permanent Resident • V-3 Minor unmarried child of V-1 or V-2
A16	T-1 nonimmigrant (victims of severe form of trafficking)
A17	<ul style="list-style-type: none"> • Spouse of E-1/E-2 Treaty Trader/Investor • Spouse of E-3 specialty occupation professional from Australia
A18	L-2 spouse of an L-1 intracompany transfer (L-1: Individuals in the U.S. who have been transferred from a subsidiary, affiliate, or branch office overseas to the U.S. to work in an executive, managerial or specialized knowledge capacity)
A19	U-1 nonimmigrant (victims of certain criminal activity)
A20	<ul style="list-style-type: none"> • U-2 spouse of U-1 aliens • U-3 children of U-1 aliens • U-4 parents of minor U-1 aliens (16 or under) • U-5 unmarried sibling under age 18 of U-1 alien under age 21
C01	Dependent of A-1 or A-2 foreign government official
C02	Dependent of TECRO (Taipei Economic and Cultural Representative Office) E-1 nonimmigrant
C03A	Pre-completion OPT F-1 students
C03B	Post-completion OPT F-1 students
C03C	17 month extension for Science, Technology, Engineering, or Mathematics (STEM) OPT students
C03(ii)	F-1 student offered off-campus employment under the Sponsorship of Qualifying International Organization
C03(iii)	F-1 student seeking off-campus employment due to severe economic hardship
C04	Spouse or unmarried dependent child of G-1, G-3 or G-4 nonimmigrant (Representative of International Organization and their dependents)
C05	J-2 spouse or minor child of a J-1 exchange visitor
C06	M-1 student seeking practical training after completing studies
C07	Dependent of NATO-1 through NATO-7 nonimmigrant
C08	Asylum applicant (w/ pending asylum application) who filed for asylum on or after January 4, 1995
C09	Adjustment of status applicant
C10	<ul style="list-style-type: none"> • Nicaraguan Adjustment and Central American Relief Act (NACARA) section 203 applicants Applicant for suspension of deportation • Applicant for cancellation of removal
C11	An alien paroled into the United States in the public interest or

EAD Code	EAD Code Definition
	temporarily for emergency reasons
C12	Spouse of an E-2 Commonwealth of the Northern Mariana Islands (CNMI) investor; eligible for employment in the CNMI only
C14	Alien granted deferred action
C16	Registry applicant based on continuous residence since January 1, 1972
C17(i)	B-1 nonimmigrant who is the personal or domestic servant of a nonimmigrant employer
C17(ii)	B-1 nonimmigrant domestic servant of a U.S. citizen
C17(iii)	B-1 nonimmigrant employed by foreign airline
C18	Alien with a final order of deportation/order of supervision;
C19	Temporary Protected Status applicant under 8 CFR 244.5
C20	Alien who has filed a completed legalization application for special agricultural workers
C22	Alien who has filed a completed legalization application under INA 245A
C24	LIFE legalization applicant
C25	<ul style="list-style-type: none"> • T-2 spouse of T-1, victim of trafficking • T-3 child of T-1 • T-4 parent of T-1 (if T-1 is under age 21)
C31	<ul style="list-style-type: none"> • Principal beneficiary of an approved VAWA self-petition • Qualified child of a beneficiary of an approved VAWA self-petition
C33	<ul style="list-style-type: none"> • An alien who has been granted Deferred Action for Childhood Arrivals (DACA)



U.S. Citizenship and Immigration Services

Common Mistakes and How to Avoid Them

COMMON MISTAKES AND HOW TO AVOID THEM

You should review Form I-9, Employment Eligibility Verification, immediately after completion to avoid these common mistakes.

In Section 1, common mistakes made by employees include:

- Employee does not enter name, other last names used (such as maiden name), address or date of birth
- Employee does not enter A-number/USCIS Number after selecting "A Lawful Permanent Resident."
- Employee does not enter A-Number/USCIS Number or Form I-94 admission number after selecting "An alien authorized to work until."
- Employee does not sign or date the attestation.
- Employee does not complete Section 1 by the first day of employment ("date of hire," meaning the commencement of employment for wages or other remuneration).
- Employee does not check one of the boxes indicating that he or she is a citizen or noncitizen national of the U.S., a lawful permanent resident, or an alien authorized to work until a specified date—or checks multiple boxes attesting to more than one of the above.
- Employee does not check the box "I did not use a preparer or translator" (if applicable).

In Section 1, common mistakes made by preparer and/or translator include:

- The preparer and/or translator for the employee does not check the box "A preparer and/or translator assisted the employee in completing Section 1" (if applicable).
- Each preparer and/or translator for the employee, if more than one is used, does not complete separate preparer and/or translator certification areas (if applicable).
- The preparer and/or translator for the employee does not enter his or her name, address or signature in the preparer and/or translator certification box (if applicable).
- The preparer and/or translator for the employee does not enter the date in the preparer and/or translator certification box (if applicable).

In Section 2, common mistakes made by employers include:

- Employer does not enter the employee's last name, first name, middle initial and citizenship/immigration status in the "Employee Info from Section 1" area at the top of Section 2.
- Employer does not enter acceptable List A document or acceptable List B and List C documents on the form.

- Employer does not enter the document title, issuing authority, number(s) or expiration date for the documentation presented.
- Employer does not enter its business title, name or address.
- Employer does not enter the date employment began (date of hire).
- Employer or employer's authorized representative does not sign, date or enter his or her title, last name, or first name in the certification.
- Employer does not complete Section 2 by the third business day after the date the employee began employment, or, if the employee is hired for 3 business days or less, at the time the employee started employment.

In Section 3, common mistakes made by employers include:

- Employer does not enter the employee's last name, first name, and middle initial in the "Employee Name from Section 1" area at the top of Section 3.
- Employer does not enter the document title, number or expiration date for the acceptable documentation presented.
- Employer does not enter the date of rehire, if applicable.
- Employer does not enter the employee's new name, if applicable.
- Employer does not sign, date, or enter his or her name in the certification.
- Employer does not complete Section 3 until after the employee's work authorization has expired.

General Tips for Completing Form I-9

When completing Form I-9, you should ensure that:

- The information on the form is clear and can be read.
- The date entered in Section 2 as the date the employee began employment matches the date in payroll records.
- Highlighting marks, hole punches and staples do not interfere with an authorized official's ability to read the information on the form.
- Copies of the documentation retained with Form I-9 are legible, if copies of documentation are made.
- Abbreviations used are widely understood. Do not use an abbreviation that is not widely known.
- All applicable sections of the form are completed.
- The current version of the Form I-9 is used.
- The English version of the form is completed, unless the form is being completed in Puerto Rico. The Spanish version is approved for use only in Puerto Rico.
- Employees are treated in a non-discriminatory manner.

More Information