
General I-9 Form Information

The federal form I-9 is a document all employers in the United States are required to complete with their employees in order to ensure that the employee is eligible to work. Student employees at the University of Hawai'i at Mānoa must complete this form with the Mānoa Career Center. Employees hired as staff or faculty, or students hired through Graduate Division, complete their forms with their respective departments.

When should I complete the form?

The form I-9 should be completed only after you have received, and accepted, an offer of employment.

How do I complete the form?

The form is completed online using the *sece* site. Paper I-9s are no longer accepted at UH Mānoa. The following is a brief guide to completing the electronic form I-9:

1. Go to the *sece* site (www.hawaii.edu/sece).
2. Login using your UH username and password.
3. Click on the *View My Forms I-9* link in the lower left part of the page.
4. Click on the *Create a New I-9* button.
5. You should see a pre-populated section 1. Verify that the information is correct, update the inaccurate information, and fill in any missing information.
6. Check the box in the signature section to e-sign the document.
7. Click on the *Submit* button.
8. Bring your documents to the Manoa Career Center so our staff can complete section 2 of the form.

What documents do I need to complete the form I-9?

The documents you need to present will vary based on your citizenship status. A list of acceptable documents may be found on the second page of this resource. Please note that all documents must be unexpired and you must present the original document. Photocopies of documents may not be used.

Will I need to complete a new I-9 for each job?

No, your form I-9 will be good for all student employment positions at the University. The form is valid if you take on a second student employment job and it can be used if you leave your current position and get a new one. Please note that your form I-9 will be purged from the system if you have a break in employment exceeding one year, at which point you would need to complete a new form if you get a new student employment job.

Can I use my electronic I-9 at other campuses?

The policies of each individual campus in the UH system differ, so you will need to consult with the student employment representatives of that campus. Generally speaking, an electronic I-9 form completed at one campus is good at any campus that uses the electronic I-9 component of *sece*.

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

LIST A

**Documents that Establish Both
Identity and Employment
Authorization**

LIST B

**Documents that Establish
Identity**

LIST C

**Documents that Establish
Employment Authorization**

OR

AND

1. U.S. Passport or U.S. Passport Card	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
4. Employment Authorization Document that contains a photograph (Form I-766)	3. School ID card with a photograph	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
	4. Voter's registration card	
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form	5. U.S. Military card or draft record	4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
	6. Military dependent's ID card	
	7. U.S. Coast Guard Merchant Mariner Card	
	8. Native American tribal document	5. Native American tribal document
	9. Driver's license issued by a Canadian government authority	6. U.S. Citizen ID Card (Form I-197)
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	For persons under age 18 who are unable to present a document listed above:	7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
	10. School record or report card	8. Employment authorization document issued by the Department of Homeland Security
	11. Clinic, doctor, or hospital record	
	12. Day-care or nursery school record	

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)