Reverifying Employment Authorizations for Existing Employees

Employers may not reverify:

- U.S. Citizens and non-citizen nationals
- Expired U.S. passport or passport card
- Alien registration Receipt Card/Permanent Resident Card (Form I-551)

Reverification

Hiring departments are responsible for ensuring their employees are eligible to work in the U.S. If a current employee’s work authorization is about to expire, the hiring department must reverify the employee’s work authorization prior to the expiration date by completing page 2 of the Form I-9. Departments should complete Section 2 of the Form I-9 by using the SmartForm. A copy of the document used to reverify the employee’s work authorization must be made and accompanied by the Form I-9.

Work documents that need to be reverified are documents that are found under List A and List C. These documents include, but are not limited to, Form I-766 (Employment Authorization Document), Form I-94, DS2019, and Form I-20. It is important not to reverify the citizenship status and documents listed under the "Employers May Not Reverify" section.

It is highly recommended to remind the employee at least 90 days prior to the employee’s work authorization expiration to provide an unexpired document (or acceptable receipt) from List A or List C to show the employee’s eligibility to continue working for the University.

To reverify, you must:

- Record the employee’s name clearly on the top of page 2 of Form I-9. A copy of the form can be found on the Human Resource Services Forms page, http://www.hr.ufl.edu/forms/
- Examine the renewed documentation to determine if it appears to be genuine and relates to your employee presenting it. If you feel the document does not reasonably appear to be genuine and does not relate to your employee, you should allow your employee to present other documentation from the list of Acceptable Documents under List A or List C.
- Record the document title, document number and expiration date, if any, in Section 3 of Form I-9.
- Sign and date Section 3.
- Mail the completed form along with a copy of the document used for reverification to:

Office of Human Resource Services
Recruitment and Staffing
PO Box 115002
Resources

Refer to the case scenario below that matches your employee's situation, and use the sample to complete your form. If you do not find a scenario that matches your situation, please contact Recruitment and Staffing at 352-392-2477, or e-mail ufhr-reverifications@mail.ufl.edu.

Additional Resources

Find further details on Form I-9 at http://www.hr.ufl.edu/recruitment/resources/i9_resource.asp and http://www.hr.ufl.edu/training/myUFL/toolkits/addpay.asp, Recruitment & Staffing at 352-392-2477, or e-mail ufhr-reverifications@mail.ufl.edu.

You may also visit http://uscis.gov > Click I-9 Central on the right > On the next page, click I-9 Employment Eligibility Verification under Forms > Click Download Form I-9 which will include the instructions.

For additional questions on H-1B Visa status or the Employment Authorization Document, please contact Immigration Compliance Services at 352-392-2477.

For additional information on the F- and J- Visa status, please contact the University of Florida International Center at 352-392-5323.
Case Scenarios and Samples of Completed Reverification

1. I-20 Update (For F1-Visa Holders)

F1-Visa holders must possess an unexpired passport, Form I-94, and Form I-20 upon hire. The hiring department would typically reverify the F1-Visa holder’s Form I-20 when expired. The employee must contact the University of Florida International Center for an updated Form I-20. Departments do not need to reverify F1-Visa holder’s passport and Form I-94, which does not contain an expiration date.

When re-verifying Form I-20, the employee’s departmental representative must record the employee’s Last Name, First Name and Middle Initial in Section 2 (see above), and then record Document Title, Document Number, and the new Expiration Date in Section 3 (see below). Also, the employee’s departmental representative must sign, date, and print their name on the form prior to submitting to the Office of Human Resources (see below).
2. DS2019 Update (For J1-Visa Holders)

The hiring department would typically reverify the J1-Visa holder’s DS2019 when expired. The employee must contact the University of Florida International Center for an updated DS2019. Departments do not need to reverify the J1-Visa holder’s passport and Form I-94, which does not contain an expiration date.

When re-verifying DS2019, the employee’s departmental representative must record the employee’s Last Name, First Name and Middle Initial in Section 2 (see above), and then record Document Title, Document Number, and the new Expiration Date in Section 3 (see below). Also, the employee’s departmental representative must sign, date and print their name on the form prior to submitting to the Office of Human Resources (see below).
3. Employment Authorization Card Update

The Employment Authorization Card (EAC) is granted to non-immigrants who are authorized to work in U.S. This includes F-1 students or post-graduates on Optional Practical Training (OPT). F-1 post-graduates who graduated from a qualifying science, technology, engineering, or mathematics (STEM) degree, may be eligible to apply for a 17-month STEM extension. For additional assistance on OPT for UF graduates, please contact the University of Florida International Center.

A J-2 dependent status is also eligible for an EAC. For additional assistance on applying for an EAC, please visit Forms page on United States Citizenship and Immigration Services at www.uscis.gov.

When reverifying, the employee’s departmental representative must record the employee’s Last Name, First Name and Middle Initial in Section 2 (see above) and then record the Document Title, Document Number, and the new Expiration Date in Section 3 (see below). In addition, the departmental representative must sign, date and print their name on the form prior to submitting it to the Office of Human Resources.
4. **H1-B Visa (I-797A)**

A H1-B Visa is granted for a period of time by the United States Citizenship and Immigration Services (USCIS), but reverification is required based on the expiration date of the H1-B Visa holder’s latest Form I-94.

When reverifying Form I-94 for an H1-B Visa holder, the employee’s departmental representative must record the employee’s Last Name, First Name and Middle Initial in Section 2 (see above) and then record the Document Title, Document Number, and the new Expiration Date in Section 3 (see below). Also, the employee’s departmental representative must sign, date and print their name on the form prior to submitting to the Office of Human Resources.

If the post-graduate's Employment Authorization Document (Form I-766) expires while his or her STEM extension application is pending, he or she is authorized to work until USCIS makes a decision on his or her application, but not for more than 180 days from the date the initial Employment Authorization Document (Form I-766) expires.
Filing for H1-B Extension

If an H1-B Visa holder files an extension, the employee's department does not need to reverify the employee's Form I-94 until USCIS has made a decision on the petition, which should take less than 240 days from the day the extension is filed.

When the petition is approved, the employee will receive a Form I-797(A), which includes Form I-94A. The employee's department must immediately reverify the employee’s work authorization by completing Form I-9 as stated above, entering the Document Title as “Form I-94A” with an Expiration Date as the date stated on the Form I-94A that is attached to Form I-797(A).