



Supplement B (formerly Section 3) of the Form I-9:

Reverifying Employment Authorization for an Existing Employee

Why Reverify?

Reverification is necessary to ensure a UF employee’s employment authorization remains valid and the employee is still authorized to work.

There are two common reasons for Reverification:

- Current employment authorization expires
- An employee has a change in status. A change in status is a transition between one visa to another. For example, an employee changing from an employment authorization card to a permanent resident card

Reverification must occur prior to the expiration of an employee’s employment authorization or change in status.

How Do We Reverify?

To process a reverification, the department must **complete Supplement B of the [Form I-9](#) prior to the expiration date of:**

1. The employment authorization date recorded in Section 1 (when applicable)
2. The expiration date of a List A or List C employment authorization document recorded in Section 2 (when applicable)

UF Reverifies	UF Does Not Reverify
Non-Resident Aliens with expired work authorization documents	U.S. Citizens
Resident Aliens with expired work authorization documents	Permanent Residents
	Noncitizen Nationals

Steps

1. Enter the employee’s full name on new Form I-9 at the top of Supplement B
If the employee’s name has changed, update their name in the New Name fields
2. Enter the document title, number, and expiration date (if applicable)
3. Enter your name and date in the field provided for employer or authorized representative
4. Enter your case via the [I-9 Reverification Portal](#)
ALERT: Incomplete forms without supporting documents will not be reviewed
5. Upload the form and supporting documentation



Best Practices

- Use the **Visa Expiration Report** to identify employees who may have expiring documents
Navigation: MAIN MENU>ENTERPRISE ANALYTICS>TEAM CONTENTS>HUMAN RESOURCES INFORMATION>WORKFORCE INFORMATION (You may also search by department, college or salary plan)
- 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
- Include a copy of the document used to reverify employee's work authorization with the Form I-9
- Complete only Supplement B of the Form I-9 of the **latest unexpired version of the I-9** (expiration date at the top right on Form I-9)

Acceptable Documents

The List of Acceptable Documents may be found on the second page of the Form I-9. The acceptable List A or List C documents for Supplement B include, but are not limited to:

- DS-2019
- Form I-20
- Form I-766 (Employment Authorization Document)
- Form I-94 (not applicable for reverification if D/S (Duration of Stay) is listed as expiration date)
- Social Security Card or U.S. Passport (for naturalized citizens)

Resources

- Case scenarios are provided at the end of this instruction guide

Once the reverification is submitted in the portal, Employment Operations and Records (EOR) will update the employee's record in myUFL. The update may take 3-5 business days. You will receive an email confirmation once the request has been submitted and then once completed.

Questions?

- Employment Operations & Records: contact for I-9 reverification process (p) 352-273-1079 or email: ufhr-employment@ufl.edu
- UF Payroll Services: contact for tax questions (p) 352-392-1231 or email: payroll-services@ufl.edu
- Immigration Compliance Services: contact for questions on H-1B Visa status or the Employment Authorization Document at 352-392-2477 or email: ics@hr.ufl.edu
- University of Florida International Center: contact for questions on F- and J-Visa status at 352-392-5323 or email: ufic-iss@ufic.ufl.edu




Additional Information

Find further details on the I-9 visit:

- <https://admin.hr.ufl.edu/hiring/formi9-everify-gatorstart/>

You may also visit <https://www.uscis.gov/i-9> to learn more about the Form I-9 process.

**Examples of I-9 Form
Supplement B**



**Supplement B,
Reverification and Rehire (formerly Section 3)**
Department of Homeland Security
U.S. Citizenship and Immigration Services

**USCIS
Form I-9
Supplement B**
OMB No. 1615-0047
Expires 07/31/2026

Last Name (Family Name) from Section 1.	First Name (Given Name) from Section 1.	Middle initial (if any) from Section 1.
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Instructions: This supplement replaces Section 3 on the previous version of Form I-9. Only use this page if your employee requires reverification, is rehired within three years of the date the original Form I-9 was completed, or provides proof of a legal name change. Enter the employee's name in the fields above. Use a new section for each reverification or rehire. Review the Form I-9 instructions before completing this page. Keep this page as part of the employee's Form I-9 record. Additional guidance can be found in the [Handbook for Employers: Guidance for Completing Form I-9 \(M-274\)](#)

Date of Rehire (if applicable)	New Name (if applicable)		
Date (mm/dd/yyyy)	Last Name (Family Name)	First Name (Given Name)	Middle Initial

Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.

Document Title	Document Number (if any)	Expiration Date (if any) (mm/dd/yyyy)
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I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.

Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)
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Check here if you used an alternative procedure authorized by DHS to examine documents.



Case Scenarios and Samples of Completed Reverification

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

F1-Visa holders must possess an unexpired foreign passport, Form I-94, and Form I-20 upon hire.

- The hiring department typically reverifies the F1-Visa holder's Form I-20 when expired
- The employee must contact the University of Florida International Center (UFIC) for an updated Form I-20
- Departments **do not** reverify F1-Visa holder's passport or Form I-94. The Form I-94 which does not contain an expiration date

If using the paper version of the I-9, document the Form I-20 in the Document Title box; list the document number, then sign and date.

2. DS-2019 Update (For J1-Visa Holders)

J1-Visa holders must possess an unexpired foreign passport, Form I-94, and DS-2019 upon hire.

- The hiring department typically reverifies the J1-Visa holder's DS-2019 when expired
- The employee must contact the University of Florida International Center for an updated DS-2019
- Departments **do not** reverify the J1-Visa holder's passport or Form I-94. The Form I-94 which does not contain an expiration date

If using the paper version of the I-9, document the Form DS-2019 in the Document Title box; list the document number, then sign and date.

3. Employment Authorization Card (EAD) Update

The Employment Authorization Card is granted to non-immigrants who are authorized to work in United States.

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 EAD. For additional assistance on applying for an EAD, please visit Forms page on United States Citizenship and Immigration Services at www.uscis.gov



If using the paper version of the I-9, document the EAD Card in the Document Title box; list the document number, then sign and date.

Pending Extension Application

If the post-graduate's Employment Authorization Document (Form I-766) expires while the STEM extension application is pending, the employee is authorized to work until USCIS decides on the application. This additional time **cannot go beyond 180 days** from the date the initial Employment Authorization Document (Form I-766) expiration date.

4. H1-B Visa (I-797A)

A H-1B Visa is granted for a period of time by the United States Citizenship and Immigration Services (USCIS). Reverification is required based on the expiration date of the H-1B Visa holder's latest Form I-94.

If an I-94 is used for reverification, it must state a calendar expiration date, not D/S. If using the I-9 smart form, select Employment Authorization Document (DHS) for the I-94; list the document number, then sign and date using an electronic signature.

If using the paper version of the I-9, document the I-94 in the Document Title box; list the document number, then sign and date.

Filing for H1-B Extension

If an H-1B Visa holder files an extension, the employee's department does not need to reverify the employee's Form I-94 until USCIS has decided 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 the Supplement B of Form I-9.

If using the paper version of the I-9, document the I-94 in the Document Title box; list the document number, then sign and date.