

## 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.

Employment authorization may change due to one of two circumstances:

- 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 Section 3 of the Form I-9** using the [Smart Form](#) (this form can only be open in an IE browser) or [Paper Form](#) **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 Section 2
  - If the employee’s name has changed, enter the new name in Block A of Section 3
2. Enter the document title, number, and expiration date (if any) in Block C of Section 3
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

**Note:** In some cases, the specific title of the document may not be in the dropdown menu provided on the I-9 Smart Form. If the document title is not available to select, then you may choose **Employment Authorization Document (DHS)** on the dropdown menu.

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## 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 Section 3 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 last page of the Form I-9. The acceptable List A or List C documents for Section 3 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)

## Resources

- Case scenarios are provided at the end of this instruction guide
- Examples of Section 3 of the Form I-9 in the smart form and printed format are also available 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](mailto:ufhr-employment@ufl.edu)
- UF Payroll Services: contact for tax questions (p) 352-392-1231 or email: [payroll-services@ufl.edu](mailto: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@ufl.edu](mailto:ics@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](mailto:ufic-iss@ufic.ufl.edu)

## Additional Information

Find further details on the I-9 visit:

- <http://hr.ufl.edu/manager-resources/recruitment-staffing/hiring-center/creating-a-uf-appointment/form-i-9/>

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

**Examples of I-9 Form**

**Smart Form View**

Instructions Start Over Print



**Employment Eligibility Verification**  
**Department of Homeland Security**  
U.S. Citizenship and Immigration Services

**USCIS**  
**Form I-9**  
OMB No. 1615-0047  
Expires 10/31/2022

<b>Employee Name from Section 1:</b>	Last Name (Family Name) ?	First Name (Given Name) ?	Middle Initial ?
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**Section 3. Reverification and Rehires** (To be completed and signed by employer or authorized representative.)

<b>A. New Name (if applicable)</b> ?			<b>B. Date of Rehire (if applicable)</b>
Last Name (Family Name) ?	First Name (Given Name) ?	Middle Initial ?	Date (mm/dd/yyyy) ?

**C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.**

Document Title ?	Document Number ?	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 document(s), the document(s) I have examined appear to be genuine and to relate to the individual.**

Signature of Employer or Authorized Representative ?	Today's Date (mm/dd/yyyy) ?	Name of Employer or Authorized Representative ?
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Click to Finish

**Paper Form View**



**Employment Eligibility Verification**  
Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS  
**Form I-9**  
OMB No. 1615-0047  
Expires 10/31/2022

**Section 2. Employer or Authorized Representative Review and Verification**  
*(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")*

Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
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List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title		Document Title		Document Title
Issuing Authority		Issuing Authority		Issuing Authority
Document Number		Document Number		Document Number
Expiration Date (if any) (mm/dd/yyyy)		Expiration Date (if any) (mm/dd/yyyy)		Expiration Date (if any) (mm/dd/yyyy)
Document Title		Additional Information		QR Code - Sections 2 & 3 Do Not Write in This Space
Issuing Authority				
Document Number				
Expiration Date (if any) (mm/dd/yyyy)				
Document Title				
Issuing Authority				
Document Number				
Expiration Date (if any) (mm/dd/yyyy)				

**Certification:** I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): \_\_\_\_\_ (See instructions for exemptions)

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Title of Employer or Authorized Representative		
Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative	Employer's Business or Organization Name		
Employer's Business or Organization Address (Street Number and Name)		City or Town	State	ZIP Code

**Section 3. Reverification and Rehires** (To be completed and signed by employer or authorized representative.)

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

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title	Document Number	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 document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative
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## 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.

If using the I-9 smart form, select Employment Authorization Document (DHS) for the I-20 form; list the document number, then sign and date using an electronic signature.

### 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.

If using the I-9 smart form, select Employment Authorization Document (DHS) for the DS-2019 form; list the document number, then sign and date using an electronic signature

### 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](http://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.

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If using the I-9 smart form, select Employment Authorization Document (DHS) for the EAD Card; list the document number, then sign and date using an electronic signature.

### ***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 Section 3 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.

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.