Remote I-9

Step by Step process

1.) SEO is notified of a student who needs to complete an I-9 remotely
2.) SEO contacts student with a copy to the supervisor, providing the instructions on how to complete the I-9 remotely. SEO will send the following documents;
   a. Form I-9
   b. Designated Agent Certificate
   c. Employment Verification Guidelines
   d. List of Acceptable Documents
3.) Student completes Part 1 of the I-9
4.) Student provides Designated Agent Certificate to Authorized Representative for agreement and signature
   a. Authorized Representative examples include Notary Public or HR Professional
   b. Authorized Representative may not be a relative or family member of the student
5.) Authorized Representative inspects students identification as it pertains to the List of Acceptable documents
6.) Authorized Representative completes Part 2 of the I-9
   a. Under “title” please enter “Authorized Representative”
7.) Student emails a photo of the completed I-9 and the signed Authorized Representative certificate to Student Employment at studentemployment@rit.edu
   a. Once SEO receives the completed I-9 via email we will contact supervisor and instruct them that the student may begin working
8.) Student must mail the hard copy of the I-9 and Authorized Representative contract to the Student Employment Office at 49 Lomb Memorial Drive, Rochester, NY 14623
   a. This must be received by SEO within 2 weeks of completion

Any questions regarding this process can be directed to the Student Employment Office at studentemployment@rit.edu