

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